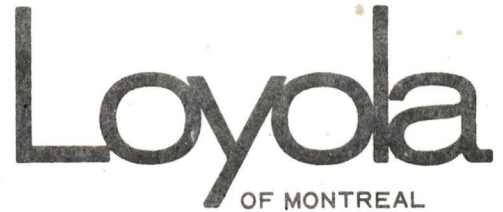


VICE PRESIDENT, ADMINISTRATION



REFERENCE: Procedures and Policies Manual

August 17, 1972

TO: The Custodian of the Standard Procedures and Policies Manual
Office of the Dean of Science

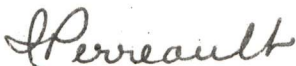
FROM: Office of the Vice President, Administration

SUBJECT: Amendments to Standard Procedures and Policies Manual

1. A copy of the following Standard Procedures and Policies Directive and a revised Table of Contents are enclosed:

Imprest Funds (Petty Cash) - (Revision No. 1)

2. They are to be brought to the attention of your Department or Division Head and other interested staff members, and inserted in your copy of the Manual.

for 
A. Ferrari
Vice President, Administration

IP:lh
Encls.

LOYOLA COLLEGE
7141 SHERBROOKE ST. W.
MONTREAL 262,
QUEBEC

VICE PRESIDENT, ADMINISTRATION



REFERENCE: Policies and Procedures Manual

June 27, 1973.

TO: All Custodians of Policies and Procedures Manual
FROM: Office of the Vice President, Administration
SUBJECT: Amendments to Standard Policies and Procedures Manual

1. A copy of each of the following Standard Policies and Procedures Directives and a revised Table of Contents are enclosed:

Travel - Extended (Revision No. 1)
Travel - Local (Original)

2. They are to be brought to the attention of your Department or Division Head and other interested staff members, and inserted in your copy of the Manual.

AF/db
Encls.

A handwritten signature in cursive script that reads "A. Ferrari".

A. Ferrari
Vice President, Administration

LOYOLA COLLEGE
7141 SHERBROOKE ST. W.
MONTREAL 262,
QUEBEC



MANUAL OF STANDARD PROCEDURES AND POLICIES

DEPARTMENT/DIVISION:- 27 DEAN OF SCIENCE
No. Title

HEAD:- REV. A. GRAHAM, S.J.
Name

MANUAL CUSTODIAN:- MRS. S. OUMET
Name

Date: November 17, 1970

Revision: No. 3

LOYOLA COLLEGE
STANDARD POLICIES AND PROCEDURES

DIVISION:	GENERAL	ORIG./REV.
SUBJECT:	TABLE OF CONTENTS	PAGE: 1
SECTION:	I - ADMINISTRATION GENERAL: TRAVEL - EXTENDED TRAVEL - LOCAL	DATE: June 20, 1973

Accidents and Medical Emergencies (Revision No. 1)
Book Purchases - Other than Library (Original)
Committee - Advisory - Vice President Administration (Original)
Committee - Budget and Finance (Revision No. 4)
Committee - Capital Project (Original)
* Fund Raising Development Program (Original)
* Imprest Funds (Petty Cash) (Revision No. 1)
* Insurance (Original)
Internal Audit (Original)
Legal and Consulting Fees (Original)
Mail and Postage (Revision No. 1)
* Office Administration Systems Committee (Revision No. 1)
Organization - Computer Services, Computer Science
and Data Processing Departments (Original)
Photocopying (Revision No. 2)
* Physical Education Centre - Accounting - Budget Control (Original)
* Physical Education Centre - Accounting - Classification of Accounts
and Definition (Original)
* Physical Education Centre - Accounting - Payroll - Time-keeping
re Part-time Help
* Physical Education Centre - Accounting - Revenues - Gate Receipts (Original)
Printing (Revision No. 3)
Printing Charges (Original)
* Property - Classrooms and Classroom Furnishings (Original)
Purchasing Procedures (Revision No. 1)
Receiving, Shipping and Stores Procedures (Revision No. 1)
Security - Theft or Suspected Theft of College Property (Original)
Travel - Extended (Revision No. 1)
Travel - Local (Original)

* Limited Distribution

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT:

ACCIDENTS AND MEDICAL
EMERGENCIES

DIVISION: 1
SUBJECT: ACCIDENTS
SECTION: -
PAGE: 1
REVISION: 1
EFFECTIVE: DECEMBER 31, 1969

GENERAL

This policy is issued to guide and instruct all Loyola employees on important aspects of accidents such as:

1. Medical Aid
2. Reporting of Accidents
3. Accident Prevention and Safety Precautions

MEDICAL AID

Medical aid may be obtained or arranged for at the Health Services (Local 480) 6935 Sherbrooke Street West, Apartment 12, 9:00 A.M. to 5:00 P.M. Monday to Friday.

In the event of an emergency call "0" - the switchboard will notify the Health Services. After hours, one of the following should be contacted for assistance:

Director of Residence Hall (if emergency is nearby)
Security Officer Local 285 (Night No. 482-0328)
Montreal Police - 872-1313 (Give exact campus location and
post someone to direct them)

FIRST AID KITS

First Aid Kits for minor cuts and bruises are available in the following locations: (N.B. Be sure to report all accidents. See Page 2 for reporting procedures).

Medical Center, 6935 Sherbrooke St. W., Apt. 12
Auditorium Office (Foyer)
Chemistry Department - Room 305
Physics Department - Mr. Jurick's office
Evening Division
Hingston Hall - Reception Desk and Cafeteria
Langley Hall
Library (Guard's Office)
Public Relations - Room 224
Switchboard
Security Office - Administration Building -
Room 121 and office in Physical Services Bldg.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT:

ACCIDENTS AND MEDICAL
EMERGENCIES

DIVISION: 1
SUBJECT: ACCIDENTS
SECTION: -
PAGE: 2
REVISION: 1
EFFECTIVE: DECEMBER 31, 1969

FIRST AID KITS (CONT'D)

Printing Department - Room 116

Physical Services Department - Secretary's Office

Bryan Building: Psychology - Room 313

Communications Arts - Room 131

First Aid Kits are not a substitute for proper medical attention, which should be sought immediately at the Health Services Department. The College cannot accept responsibility for any first aid treatment administered. Call Local 480 or 481. Once a year, Health Services will verify that first aid kits are adequately equipped.

ACCIDENT REPORTING

It is necessary, in order to protect all parties concerned, that all accidents, minor or otherwise, which occur on property owned or rented by the College be reported in triplicate to the Health Services. This report should be made immediately after the accident by the Department Head, and in writing, on the appropriate form, (all attached) which is available from the Health Services.

It should be clearly understood that the question of responsibility for an accident must not be discussed with anyone.

In the event of an injury resulting from the breakage or defect of any apparatus, container, machinery or other equipment, they must retain the article involved for inspection by the Insurance Adjuster.

Notwithstanding what is stated in the foregoing, the accident, for information purposes, should be reported to the following, as required, so that appropriate investigation may be conducted:-

1. Student Accidents - Dean of Students
2. Athletic Accidents - Athletics Director
3. Employees - Department Head & Director of Personnel
4. Public - College Insurance Representative

Health Services should notify the next of kin or guardian, in case of serious injury.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT:

ACCIDENTS AND MEDICAL
EMERGENCIES

DIVISION: 1
SUBJECT: ACCIDENTS
SECTION: -
PAGE: 3
REVISION: 1
EFFECTIVE: DECEMBER 31, 1969

ACCIDENT PREVENTION AND SAFETY PRECAUTIONS

Department Heads are expected to ensure that departmental equipment, as well as laboratory animals, are used with due regard for safety and accident prevention. This may involve posting warning notices and caution signs.

It is the responsibility of the Department Head to make regular inspections to ensure that safety precautions are adequate.

It would be expected that hazards of a general nature be reported to the Security Office in order to arrange for the necessary corrective action.

OFFICIAL ACCIDENT REPORTING

The Accident Report, a copy of which is attached, when received by the Health Services is forwarded to the College Insurance Representative (Local 235) so that appropriate action may be taken in notifying the Insurance Company in accordance with reporting deadline stated in the contract. In order to expedite investigation, a copy of all accidents, with the exception of athletics, will be forwarded to Security by Health Services.

A separate file will be maintained in the College Insurance Representative's Office for each accident. A duplicate accident file will be maintained by Health Services; this will eliminate the possibility of any losses of correspondence which could be embarrassing to the College.

All correspondence should, therefore, be in triplicate so that files will be complete. If additional copies are required for certain information, these should be requested from the Health Services.

With regard to traffic accidents - it is the responsibility of the chauffeur to report all accidents. It should be noted that when damages exceed \$100 a special report should be filed with the Montreal Police.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT:

ACCIDENTS AND MEDICAL EMERGENCIES

DIVISION: 1

SUBJECT: ACCIDENTS

SECTION: -

PAGE: 4

REVISION: 1

EFFECTIVE: DECEMBER 31, 1969

LOYOLA COLLEGE

ACCIDENT REPORT FORM

(TO BE COMPLETED IN DUPLICATE AND SENT TO THE HEALTH SERVICES WITHIN 24 HOURS OF ANY ACCIDENT)

NAME _____ () STUDENT - Faculty & Yr.....

AGE _____ TELEPHONE: _____ () FACULTY MEMBER - Dept.....

ADDRESS _____ () STAFF MEMBER - Dept.....

DATE & TIME OF ACCIDENT _____ () VISITOR
AREA OR PLACE _____

PARENT, GUARDIAN OR RELATIVE CONTACTED (NAME) _____

DESCRIPTION OF ACCIDENT BY INJURED PERSON:

(State condition of floor, apparatus etc. involved in accident) _____

NATURE OF INJURY: _____

WHAT ACTION WAS TAKEN TO CARE FOR INJURED PERSON: _____

POLICE NOTIFIED: YES _____ NO _____

WAS PERSON SENT TO HOSPITAL? NAME _____

CHECK: _____ PERSON WAS TREATED & RELEASED

_____ PERSON WAS HOSPITALIZED

REPORT SIGNED BY: _____

TITLE: _____

WITNESSES: NAME _____ ADDRESS: _____ PHONE _____

NAME _____ ADDRESS: _____ PHONE _____

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: BOOK PURCHASE - OTHER THAN LIBRARY

ORIG./REV.: ORIGINAL

SECTION:

PAGE: 1

EFFECTIVE: JANUARY 6, 1971

PURPOSE

1. The purpose of this directive is to prescribe the procedure for purchasing and controlling books of a technical nature required by administrative staff of the College.

RESPONSIBILITY

2. The responsibility for procurement and control of books is delegated as follows:
 - a. respective department heads are responsible for approval of purchases;
 - b. the Bookstore Manager is responsible for procurement; and
 - c. the Chief Librarian is responsible for the control of books purchased.

PROCEDURE

3. The following procedure will be followed:
 - a. purchases will be initiated using regular requisition forms, prepared in accordance with the Purchasing Procedures Directive of 15 Dec. 69 (or directive as subsequently amended);
 - b. approved purchase requisition forms will be passed to the Bookstore Manager;
 - c. procurement will be actioned in accordance with normal Bookstore purchasing procedures;
 - d. books, upon receipt, will be passed to the Chief Librarian for registration and issue to the respective departments;
 - e. invoices for payment will be passed to the Accounts Department, through the Purchasing Department; and
 - f. the cost of the books procured will be charged to the respective departments.
4. Books of a technical nature may be retained by administrative departments for an indefinite period of time with the concurrence of the Chief Librarian.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT:

COMMITTEE

VICE PRESIDENT ADMINISTRATION
ADVISORY COMMITTEE

DIVISION:

SUBJECT: Committee

SECTION: Organization

PAGE: 1

REVISION: Original

EFFECTIVE: February 18, 1970

ORGANIZATION

PURPOSE

The purpose and aims of the Advisory Group to the Vice-President, Administration are:

- 1) To review, revise and recommend on policy procedures, keeping in mind how the College as a whole is affected.
- 2) To co-ordinate the implementations of policies and procedures to promote co-operation.
- 3) To advise the Vice-President on matters that are brought to his attention.
- 4) To advise in such a manner that the College as a whole is considered and not just specific areas.

FREQUENCY OF MEETINGS

The frequency of meetings of this committee, rather than at regular intervals, will be held as the need arises. The calling of a meeting will be accomplished by submitting items for an agenda to the Secretary who in turn, within a time delay to be determined, call a meeting of the committee.

MEMBERSHIP

The membership of the committee would be the following:

- 1) Vice-President, Administration
- 2) Director of Physical Plant
- 3) Staff Assistant to Vice-President
- 4) Director of Purchasing
- 5) Budget Director and Chief Accountant
- 6) Director of Personnel
- 7) Other Department Heads as needed or as items affecting their departments are brought forward.

LOYOLA COLLEGE

STANDARD PROCEDURES AND POLICIES

SUBJECT:

COMMITTEE

VICE PRESIDENT ADMINISTRATION
ADVISORY COMMITTEE

DIVISION:

SUBJECT: Committee

SECTION: Organization

PAGE: 2

REVISION: Original

EFFECTIVE: February 18, 1970

SECRETARY

The secretary, for purposes of accepting items for the agenda, calling meetings and keeping minutes will be the Director of Personnel.

LOYOLA COLLEGESTANDARD PROCEDURES AND POLICIES

SUBJECT: COMMITTEE

ORIG./REV.: REV. 3

SECTION: BUDGET AND FINANCE

PAGE: 1

EFFECTIVE: OCTOBER 1, 1970

PURPOSE AND COMPOSITION OF THE BUDGET AND FINANCE COMMITTEE

The Budget and Finance Committee, a Committee of the Chief Executive of the College, is established to:

- (i) Review, co-ordinate, prepare and present the consolidated budget
- (ii) Control the budget
- (iii) Review the financial statements of the College
- (iv) Undertake special tasks assigned by the President

The Committee reports to the President. It must supply a copy of its minutes to members of the Finance and Executive Committees of the Board of Trustees.

COMPOSITION OF THE COMMITTEE

Representation on the Committee is as follows:

President

Vice President, Academic

Vice President, Administration - Chairman

Chairman of the Finance Committee of the Board of Trustees, or his representative

Treasurer

A representative of the Senate's Budget Committee

Dean of Students

Director of Development

Director of Evening Division

Assistant to the President

One Academic Dean

MEETINGS - FREQUENCY AND QUORUM

The Budget and Finance Committee will:

- a) Meet once a week during the academic year
- b) Establish 5 members as a quorum

STANDARD PROCEDURES AND POLICIES

SUBJECT: COMMITTEE

ORIG./REV.: REV. 3

SECTION: BUDGET AND FINANCE

PAGE: 2

EFFECTIVE: OCTOBER 1, 1970

BUDGETS FOR THE NEXT ACADEMIC YEAR

The Budget and Finance Committee will:

- a) By March 15th, call for preliminary departmental budgets (to be submitted by April 1st) for the year following the coming year, (e.g. on March 15, 1970 preliminary budgets are called for, to be submitted by April 1, 1970, for the academic year 1971-72).
- b) Review in detail all budgetary requests.
- c) Request additional information as required.
- d) In the light of the overall requirements of the College, recommend the allotment of funds to the various departments.
- e) Summarize the reasons for recommended changes.
- f) Communicate its recommendations to the departments concerned.
- g) Receive, review and establish priorities for capital expenditure requests.
- h) Transmit to the Board of Trustees by October 15 the proposed budget for review, approval and return to the Budget and Finance Committee by October 22.
- i) Approve the budget summary and present it to Quebec by November 1.

CURRENT YEAR OPERATING BUDGET

The Budget Committee will:

- a) Receive periodical reports regarding impending variances from the budget.
- b) Review and approve requests for budget revisions within the limits of an originally approved budget. More specifically, it will approve the use of the "Operating Contingency Fund".
- c) Remind Department Heads when their budget allotment is nearing exhaustion.
- d) Advise Departments concerned that a transfer will be made to the Contingency Fund of all monies not used for staff requirements, after a reasonable time lapse.

FINANCIAL STATEMENTS

The Budget and Finance Committee shall review and recommend approval of annual financial statements and reports.

The Executive and Finance Committees of the Board of Trustees will undertake to approve the audited financial statements within two weeks of their approval by the Budget and Finance Committee.

STANDARD PROCEDURES AND POLICIES

SUBJECT: COMMITTEE

ORIG./REV.: REV. 3

SECTION: BUDGET AND FINANCE

PAGE: 3

EFFECTIVE: OCTOBER 1, 1970

CAPITAL CONTINGENCY FUND - CURRENT YEAR

In order to enable the Committee to approve routine and urgent requests, the Board of Trustees will undertake to establish a Contingency Fund for its use. Notwithstanding the foregoing, the Committee is not empowered to approve projects exceeding \$10,000 before receiving approval from the Executive Committee of the Board of Trustees.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: COMMITTEE

ORIG./REV.: REV. 4

PAGE: 1

SECTION: BUDGET AND FINANCE

EFFECTIVE: NOVEMBER 2, 1970

PURPOSE AND COMPOSITION OF THE BUDGET AND FINANCE COMMITTEE

The Budget and Finance Committee, a Committee of the Chief Executive of the College, is established to:

- (i) Review, co-ordinate, prepare and present the consolidated budget
- (ii) Steer the budget through its various stages and see that the necessary administrative measures are taken to keep the budget under control
- (iii) Approve the financial statements of the College
- (iv) Undertake special tasks assigned by the President

The Committee reports to the President. It must supply a copy of its minutes to members of the Board of Trustees.

COMPOSITION OF THE COMMITTEE

Representation on the Committee is as follows:

President

Vice-President, Academic

Vice-President, Administration - Chairman

Chairman of the Finance Committee of the Board of Trustees, or his representative

Treasurer

A representative of the Senate's Budget Committee

Dean of Students

Director of Development

Director of Evening Division

Assistant to the President

One Academic Dean

Comptroller

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: COMMITTEE

ORIG./REV.: REV. 4

SECTION: BUDGET AND FINANCE

PAGE: 2

EFFECTIVE: NOVEMBER 2, 1970

MEETINGS - FREQUENCY AND QUORUM

The Budget and Finance Committee will:

- a) Meet once a week during the academic year (September 1 to May 31) and, if necessary during the summer months, at the call of the Chair.
- b) Establish 5 members as a quorum

BUDGETS FOR THE NEXT ACADEMIC YEAR

The Budget and Finance Committee will:

- a) By March 15th, call for preliminary departmental budgets (to be submitted by April 1st) for the year following the coming year, (e.g. on March 15, 1971, preliminary budgets are called for, to be submitted by April 1, 1971, for the academic year 1972-73).
- b) Review in detail all budgetary requests.
- c) Request additional information as required.
- d) In the light of the overall requirements of the College, recommend the allotment of funds to the various departments.
- e) Summarize the reasons for recommended changes.
- f) Communicate its recommendations to the departments concerned.
- g) Receive, review and establish priorities for capital expenditure requests.
- h) Transmit to the Finance Committee of the Board of Trustees by October 15th the proposed budget for review, approval and return to the Budget and Finance Committee by October 22nd.

N.B. These dates may have to be changed in the light of circumstances beyond the College's control.
- i) Approve the budgetary presentation and forward it to Quebec by November 1st.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: COMMITTEE
SECTION: BUDGET AND FINANCE

ORIG./REV.: REV. 4
PAGE: 3
EFFECTIVE: NOVEMBER 2, 1970

CURRENT YEAR OPERATING BUDGET

The Budget Committee will:

- a) Receive from Departmental Chairmen and Deans through the Academic Vice-President periodical reports on impending variances from the budget
- b) Review and approve requests for budget revisions within the limits of an originally approved budget. More specifically, it will approve the use of the "Operating Contingency Fund".
- c) Ensure that the Comptroller's Office notifies Heads of Departments whenever their budget allotment is nearing exhaustion.
- d) Advise Departments concerned that a transfer will be made to the Contingency Fund of all moneys not used for faculty, staff and other personnel requirements, after a reasonable lapse of time.

FINANCIAL STATEMENTS

The Budget and Finance Committee shall review and recommend approval of annual financial statements and reports.

Because of governmental and banking pressures for audited financial statements, the Executive and Finance Committees are requested to undertake to approve the audited financial statements within two weeks of their approval by the Budget and Finance Committee. The Vice-President, Administration will undertake to have these reports approved at a special meeting of the Executive and Finance Committees.

CAPITAL CONTINGENCY FUND - CURRENT YEAR

In order to enable the Budget and Finance Committee to approve routine and urgent requests, the Board of Trustees will undertake to establish a Contingency Fund for the use of the Committee. Notwithstanding the foregoing, the Budget and Finance Committee is not empowered to approve projects exceeding \$10,000 before receiving approval from the Executive Committee of the Board of Trustees.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: COMMITTEE -

ORIG./REV.: Original

SECTION: CAPITAL PROJECT COMMITTEE

PAGE: 1

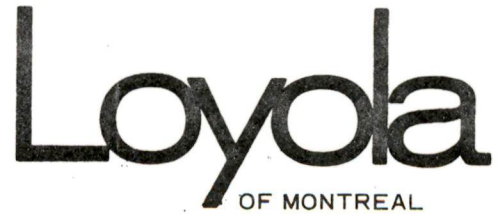
EFFECTIVE: April 6, 1970

TERMS OF REFERENCE OF CAPITAL PROJECT COMMITTEE

1. The name of the Committee is the Capital Project Committee, formerly the Project Review Committee.
2. The Capital Project Committee is a sub-committee of the Budget and Finance Committee.
3. Meetings of the Committee are held on Wednesdays, at 10:00 a.m., in the office of the Supervisor of Property and Planning, Room AD 405.
4. The composition of the Committee is as follows:
 - i) Treasurer
 - ii) Vice President, Administration
 - iii) Director of Physical Plant
 - iv) Director of Purchasing
 - v) Superintendent of Property and Planning
 - vi) Comptroller
5. The purpose of the Committee is to:
 - a) Review requests for capital expenditure (which include equipment, major renovations and major repairs), suggest priorities and recommend their approval or deferral
 - b) Review and have reconfirmed all carryover projects from previous years, and recommend their continued carryover or cancellation
 - c) Periodically review unfilled project requests, updating prices, getting quotations where necessary, etc.
 - d) Submit recommended projects, together with a Capital Contingency Fund Status Report, to the Budget and Finance Committee for their consideration
 - e) Review and control approved projects through financial status reports
 - f) Receive from other committees reports which will have a bearing on Physical Plant
 - g) Review capital expenditures out of grant funds in order to evaluate their effect on college expenditures out of capital funds
 - h) Recommend Procedures and Policies regarding project control.

The above purposes are to be attained without prejudice to Standard Procedures and Policies, or to the duties of department heads whose responsibilities include emergency decisions on matters concerning Physical Plant.

PERSONNEL OFFICE



MEMO TO: All Custodians of Procedures and Policies Manuals

FROM : Personnel Office

DATE : April 4th, 1973

SUBJECT: Employment of 'Visitors' to Canada

We wish to draw your attention to the regulations of the Department of Manpower and Immigration requiring Employment Visas (work permits) for persons who are neither Canadian citizens nor landed immigrants before they may accept employment in Canada.

In the case of such persons who accept employment illegally, they risk possible fine, imprisonment or deportation. Employers are also legally responsible, in aiding and abetting a criminal offence, if they knowingly hire such a person. Sanctions against such employers range from a fine of \$ 50.00 and/or one month imprisonment up to a fine of \$ 500.00 and/or six months imprisonment for each conviction.

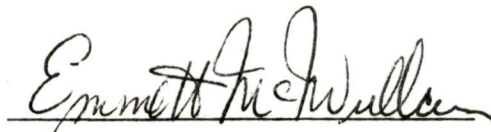
Attached, for insertion in your copy of the manual of Standard Policies and Procedures, Personnel section, is revised page 3 of Division 1, Employment and Termination, covering Loyola's policy in this matter. Please ensure that this is brought to the attention of your Department or Division Head and other interested staff members.

Please note that the Personnel Office will no longer be able to process a Personnel Status Form for payment of salary to anyone who is unable to establish that their employment is legal. A prospective employee's status should therefore be cleared with the Personnel Office before employment actually begins, not afterwards, since we will be put in the embarrassing and equally illegal position of not being able to pay anyone who has been employed illegally. This applies particularly in the case of casual employees, including students.

.... /2

LOYOLA COLLEGE
7141 SHERBROOKE ST. W.
MONTREAL 262,
QUEBEC

Caution is urged in considering employment of such 'Visitors' to Canada in that it will probably be difficult for them to obtain an Employment Visa. In fact, they may risk possible fine, imprisonment or deportation for possible violation of their conditions of entry to Canada for having sought employment.

A handwritten signature in cursive script, reading "Emmett H. McMullan", written over a horizontal line.

(Mr.) M. E. McMullan
Director of Personnel

N.B. This letter should be filed at the back of your manual for future reference.

LOYOLA COLLEGE
STANDARD POLICIES AND PROCEDURES

DIVISION: 1
SUBJECT: PERSONNEL
SECTION: EMPLOYMENT AND TERMINATION

ORIG./REV. NO. 2
PAGE: 3
DATE: APRIL 3, 1973

4) Prospective Employee Guidelines

- a) The age of the applicant must be considered when evaluating his fitness for the job. Employees under the age of sixteen (16) must first obtain a work permit.
- b) All employees must be in good health (See VIII).
- c) Ability, education and technical skill must be commensurate with the requirements of the job.
- d) Employment will be contingent upon the receipt of satisfactory references.
- e) Employment of anyone who is not either a Canadian citizen or a landed immigrant will be contingent upon the prospective employee obtaining an Employment Visa (work permit), issued by the Department of Manpower and Immigration. (See letter of reference dated April 4th, 1973).

A copy of the Employment Visa must be placed in the employee's personal file if such a person is employed.

5) Processing New Employees

The successful applicant will report to the Personnel Office on his first working day, to complete the following forms:

- a) Payroll documentation
- b) Health insurance
- c) Group Life Insurance
- d) Pension Plan

The employee will be issued his I.D. card and an appointment made for his medical examination.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: IMPREST FUNDS (PETTY CASH)
SECTION: DEPARTMENTAL ONLY
(HEAD CASHIER'S FUND EXCLUDED)

ORIG./REV.: Rev. 1
PAGE: 1
EFFECTIVE: Aug. 14, 1972

PURPOSE

1. To facilitate the handling of disbursements which are minor in amount and involve numerous individual transactions.
2. To limit the responsibility of the petty cash custodian to accounting for the fund and to servicing the cash needs of authorized departments.

GENERAL

1. Only the Vice President, Administration or his assistant may authorize an imprest fund for any department.
2. Funds will not be allowed to departments located in the Administration and Central Buildings.
3. No fund will exceed \$100.00.
4. Cash, whether as an advance to a department or in reimbursement of expenditures, will be obtained from the Head Cashier.

POLICIES

1. Payments from any fund will be made only for approved purposes in amounts not to exceed \$10.00.
2. Only expenditures such as cab fare, supper money and supplies of small value will be authorized. (Refer to Purchasing Procedures, page 2, paragraph 8.)
3. Under no circumstances may employees borrow from the funds.
4. All cash revenue receipts made by a petty cash custodian will be kept separately from the petty cash fund.
5. Pursuant to our Insurance Consultant's advice, petty cash funds will be placed under lock and key for overnight storage.
6. Petty cash fund is subject to audit at any time.

PROCEDURES

1. At all times the petty cash custodian is responsible for the petty cash fund which, in total, must agree with cash and vouchers on hand.
2. The petty cash fund will be counted and reconciled daily.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: IMPREST FUNDS (PETTY CASH)
SECTION: DEPARTMENTAL ONLY
 (HEAD CASHIER'S FUND EXCLUDED)

ORIG./REV.: Rev. 1
PAGE: 2
EFFECTIVE: Aug. 14, 1972.

PROCEDURES (Cont'd)

3. Each disbursement from petty cash will be evidenced by an invoice marked "paid" or by receipt for payment. Payments to individuals will be made only on a petty cash voucher form (Exhibit 1) authorizing the disbursement. The employee or other individual receiving the amount specified will sign the form to indicate receipt of payment.
4. Approvals will be signed or initialled by departmental chairmen or department heads and never by petty cash custodians.
5. Each authorization will:
 - a) be completed in ink;
 - b) describe in sufficient detail the nature of expenditures. At the time of reimbursement, the Head Cashier may refuse reimbursement of vouchers with inadequate descriptions such as "office expenses", "supplies", etc.
 - c) show the account number.
6. At the time a petty cash custodian submits a request for reimbursement (Exhibit 2), the Head Cashier will:
 - a) review supporting vouchers and documents for the propriety of disbursement and for their authenticity;
 - b) check the account numbers;
 - c) stamp the documents to show they have been paid and to prevent their re-use;
 - d) number the reimbursement form.
7. Reimbursement of the funds will be made at the end of every month or as often as needed, upon submission of the reimbursement form and supporting vouchers. Reimbursement at the end of the last month of the fiscal year is especially important.

INTERNAL AUDIT

An internal audit will be made on a surprise basis, not less than twice a year.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: IMPREST FUNDS (PETTY CASH)
SECTION: DEPARTMENTAL ONLY
(HEAD CASHIER FUND EXCLUDED)

ORIG./REV.: Rev. 1
PAGE: EXHIBIT 1
EFFECTIVE: Aug. 14, 1972.

A supply of these forms will be available
in the Mail Room.

Loyola
OF MONTREAL

Petty Cash Voucher

_____ 19 _____

AMOUNT _____

FOR _____

CHARGE A/C NO. _____

CASH GIVEN BY _____

TO _____

Signature

APPROVED BY _____

NO. _____

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: IMPREST FUNDS (PETTY CASH)
SECTION: DEPARTMENTAL ONLY
(HEAD CASHIER'S FUND EXCLUDED)

ORIG./REV.: Rev. 1
PAGE: EXHIBIT 2
EFFECTIVE: Aug. 14, 1972.

A supply of these forms will be available in the Mail Room.

Loyola
ACCOUNTS RECEIVABLE **OF MONTREAL**

Date _____ 19__

Received from Head Cashier

the sum of _____ 100 Dollars

for the following:

DESCRIPTION	ACCT. NO.	AMOUNT

Approved by _____

Received by _____

NO.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: INTERNAL AUDIT

ORIG./REV.: ORIGINAL

SECTION:

PAGE: 1

EFFECTIVE: JANUARY 6, 1971

PURPOSE

1. The purpose of internal audit is to:
 - a. assure protection of all college assets;
 - b. assure effective and efficient utilization of all college resources; and
 - c. assure compliance with prescribed accounting policies, procedures, methods and routines.

SCOPE

2. The internal audit programme will encompass an appraisal of:
 - a. the administrative organization;
 - b. all major administrative and accounting systems and procedures; and
 - c. all accounting records.

RESPONSIBILITY

3. The audit programme will be recommended by the Internal Auditor and will be approved by the Vice President, Administration, after consultation with the Comptroller and the Internal Auditor.

REPORTING

4. The Internal Auditor will report directly to the Vice President, Administration, on all matters pertaining to internal audit.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: LEGAL AND CONSULTING ADVICE

ORIG

SECTION:

PAGE: 1

EFFECTIVE: January 18, 1971

PURPOSE

The purpose of this directive is to prescribe the procedure for obtaining legal and consulting advice on behalf of the College.

PROCEDURE

1. All requests for legal and consulting advice must be submitted by Department Heads in writing, in quadruplicate, to the Vice President, Administration, for the purposes of official recognition and for budgetary clearance.
2. For all Academic Departments the Dean and Academic Vice President must recommend such requests before they are passed to the Vice President, Administration.
3. The President must personally approve all requests before consultants may be engaged.
4. The Vice President, Administration, will advise those concerned of the President's acceptance or rejection of their requests.
5. Details of the President's approval for obtaining legal and consulting advice will be recorded in the Financial Office Records.

DEC 8 1972

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: LONG-DISTANCE TELEPHONE CALLS

ORIG./REV.:

PAGE: 1

SECTION:

EFFECTIVE: November 23, 1972

THE FOLLOWING ARE NORMAL PROCEDURES CONCERNING LONG-DISTANCE CALLS:

1. DIAL THE LOYOLA OPERATOR AND GIVE THE FOLLOWING INFORMATION:
 - a) Your name.
 - b) Your department, organization, committee etc. authorizing the call.
 - c) The local you are calling from.
 - d) The city you are calling.
 - e) The area code and phone number you want or the necessary information if you don't know the number.
 - f) State whether the call is business or personal.
2. THE LOYOLA OPERATOR WILL PLACE YOUR CALL AND TELEPHONE YOU WHEN A CONNECTION IS MADE.
3. PERSONAL LONG-DISTANCE CALLS MAY BE CHARGED TO YOUR HOME PHONE NUMBER AT NO EXTRA COST. IF YOU CHARGE A PERSONAL CALL TO LOYOLA'S ACCOUNT, A \$2.00 HANDLING CHARGE WILL ADDED TO THE COST OF THE CALL.
4. IT WOULD BE ADVISABLE TO PLACE LONG-DISTANCE CALLS BEFORE 4 P.M. IF POSSIBLE.

Any long-distance calls you commit through the college that do not fall within the procedures stated above such as calling from out-of-town, pay phones or other equipment not related to the college telephone network must carry out the following procedures:

1. RECORD ON THE ENCLOSED SHEETS ALL INFORMATION AS REQUESTED AND RETURN TO PROPERTY & PROJECT CONTROL DEPARTMENT LOCATED IN ROOM AD-405 TO BE RECONCILED WITH BILL FROM BELL CANADA.
2. THIS SHOULD BE DONE ON A MONTHLY BASIS STARTING FROM THE 21ST OF THE CURRENT MONTH THROUGH THE 22ND OF THE FOLLOWING MONTH, EXAMPLE, FROM NOVEMBER 21ST TO DECEMBER 22ND.
3. ANY CHARGES THAT CANNOT BE RECONCILED WILL BE CHARGED TO THE PERSON MAKING OR RECEIVING LONG-DISTANCE CALLS.

For further information please contact the Property & Project Control Department on locals 320 or 321.

LOYOLA COLLEGE

STANDARD PROCEDURES AND POLICIES

SUBJECT:

COMMITTEES - FACULTY NEGOTIATING
COMMITTEE

DIVISION:

SUBJECT: Committee - Faculty Negotiating

SECTION:

PAGE: 1

REVISION: Proposal 1

EFFECTIVE: June 2nd, 1970

PURPOSE:

To develop an orderly system for negotiating with faculty representatives and to negotiate with them regarding salaries and working conditions at Loyola College.

COMPOSITION:

The Committee, appointed by the President, will be as follows:

- 1) Finance and Budget Committee Representative
- 2) A Dean or other senior Administrative Academic person
- 3) the Comptroller
- 4) the Personnel Director

From time to time, other professional and specially qualified advisors may be requested to attend and participate in committee meetings.

RESPONSIBILITIES:

- 1) To research and maintain statistics regarding faculty salaries, both at Loyola and other Canadian Universities.
- 2) To recommend the form and content of faculty contracts.
- 3) To keep and up date a manual regarding negotiations, both on research (eg. clause wording) and current negotiations covering all items considered to be within the scope of this committee.
- 4) To be the primary group responsible for negotiation and recommendations for Approval by the College Administration.
- 5) To define management for purposes of these negotiations i.e. are Deans and Department Heads included in the bargaining unit or not, keeping in mind the consequences of recommendations.
- 6) As a consequence of (5), to recognize the bargaining unit

PROPOSAL

PROPOSAL

LOYOLA COLLEGE

STANDARD PROCEDURES AND POLICIES

SUBJECT:

COMMITTEES - FACULTY NEGOTIATING
COMMITTEE

DIVISION:

SUBJECT: Committee - Faculty Negotiating

SECTION:

PAGE: 2

REVISION: Proposal 1

EFFECTIVE: June 2nd, 1970

with whom negotiations will be carried on.

- 7) To determine the type of relationship that should exist between the two groups.
- 8) To organize and appoint negotiators.
- 9) To set up ground rules and systems for negotiating, in conjunction with the Faculty Negotiating Committee.

N.B.

It is not the intention of this committee to infringe upon the rights and established authority of Senate but rather to provide a channel through which Senate's purposes may be achieved.

PROPOSAL

PROPOSAL

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: MANUAL OF STANDARD PROCEDURES AND POLICIES	ORIG./REV.: Revision 3
SECTION:	PAGE: 1
	EFFECTIVE: Nov. 17, 1970

FOREWORD

The purpose of the Manual of Standard Procedures and Policies is to present, in a ready reference form, major administrative policy and approved operating procedures.

The Manual is produced in a loose leaf form in order to permit insertion of new procedures and policy directives as they are introduced. The Manual consists of two sections - "Administration - General" and "Personnel".

The directives in the Administration - General Section are filed in alphabetical order. The section is preceded by a Table of Contents which will be amended and re-distributed as required.

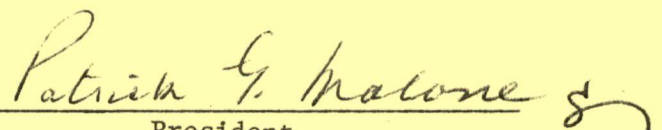
The directives in the Personnel Section are serially numbered and all pages in the Section are numbered. It is preceded by a separate Index or Table of Contents.

One copy of the Manual is issued to each Department Head as well as to those in supervisory positions. Specific directives are issued on a "need to know" basis. It is suggested that departmental employees familiarize themselves with the Manual, and that it be made available to them for this purpose. It is also recommended that the Department Heads or those in supervisory positions invite newly appointed members of staff to acquaint themselves with the contents.

The Manual of Standard Procedures and Policies is issued to a Department or Division in the custody of the Departmental or Divisional Secretary. The Secretary, as official custodian, is responsible for ensuring that it is kept current, and available to staff members when required. All amendments and communications pertaining to the Manual will be directed to the Secretary who, in turn, is responsible for ensuring that they are brought to the attention of the Department or Division Head and other interested staff members and then inserted in the Manual. Test checks will be made of the Manuals from time to time to confirm that they are up to date.

All Standard Procedure and Policy Directives are approved by the President and issued from the office of Vice President, Administration.

Your comments or suggestions regarding procedures and policies, official or tentative are solicited and welcomed. They should be submitted through the Vice President, Administration.


President
Nov 17/70

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT:

MAIL AND POSTAGE

DIVISION: 1

SUBJECT: MAIL AND POSTAGE

SECTION: -

PAGE: 1

REVISION: 1

EFFECTIVE: JANUARY 14, 1970

GENERAL

In order to improve our mailing operation, it is now being constituted as a separate department in the College. Its department head reports directly to the Staff Assistant to the Vice-President-Administration.

These procedures have been prepared in order to more effectively control the mail operations as well as to improve the service rendered to all departments.

There is a postage metering machine in the Mail Room for all outgoing College mail. No personal mail is to be put through the College meter. Personal mail must have the required postage stamps affixed to the envelope.

If there are any complaints or suggestions about the handling of mail, they should be brought to the attention of the manager of the Mail Department immediately.

Departments finding mail opened, addressed to the department or a person within the department, should report this to the Staff Assistant to the Vice-President-Administration immediately. Where mail is returned to the Mailroom after being opened in error because of incorrect addressing, etc., the envelope should be clearly marked "Opened in error", and the correct department shown, where possible.

If any mail addressed to any department is found opened on its receipt by the Mail Department, it should be stamped "Open When Received, Loyola Mail Department", by the manager of the Mail Department. He should immediately investigate the irregularity.

When a letter is received from the Government Post Office opened, or stamped "Open When Received", the manager of the Mail Department should check immediately with the Post Office to ascertain the reason.

CASH

No cash should be forwarded through the mail. No responsibility will be accepted by the Mail Department for delivery of cash.

INTERDEPARTMENTAL ENVELOPES

In order to facilitate mail sorting problems, the buff reusable inter-departmental envelopes are to be used for non-confidential interdepartmental mail. Special overprinted buff sealable envelopes are to be used for confidential interdepartmental mail. Supplies of both types of envelopes should be requested from the Mail Department.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT:

MAIL AND POSTAGE

DIVISION: 1

SUBJECT: MAIL AND POSTAGE

SECTION: -

PAGE: 2

REVISION: 1

EFFECTIVE: JANUARY 14, 1970

INTERDEPARTMENTAL ENVELOPES (Continued)

Excess supplies of the reusable envelopes should not be held by a department but should be returned to the mail department for recirculation. Use of interdepartmental envelopes will not only improve the service but will also assist in keeping internal mailing costs to a minimum.

REGISTERED MAIL

In order to improve service and place Registered Mail more directly under the control of departments, the following will be effective:

The secretary of each department will be given a departmental "Registered Letter Book". When a registered letter is to be mailed, the secretary responsible will fill in the next space provided for registering letters. The letter should then be placed in the book, made secure with an elastic around it. It will then be picked up by the College mailman for mailing and official registration in the Post Office. The book will be returned to the Department as their permanent record. Registered mail must be ready according to the pick-up schedule if it is to be sent out that day.

MAIL PICK UP AND DELIVERY

Pick up of all mail will be made by the College mailman at the same time as deliveries of inter-departmental mail are made to the various offices. This pick up will be done morning and afternoon, according to the Mail Delivery and Pick Up Schedule shown on page 3. These times may vary due to circumstances beyond the control of the Mail Department.

Parcels must be prepared and labelled, and handed to the College mailman at pick up time.

Outgoing mail accumulated after the last pick up, and which must be mailed the same day, should be delivered to the mail room to meet the 4:30 P.M. deadline.

The College Mail Department will sort the outgoing mail on hand at 4:30 into local, domestic and foreign groups. The mail will then be processed through the postage machine, after which it will be tied in separate bundles and placed in the postal box in front of the College.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT:

MAIL AND POSTAGE

DIVISION: 1

SUBJECT: MAIL AND POSTAGE

SECTION: -

PAGE: 3

REVISION: 2

EFFECTIVE: JANUARY 14, 1970

MAIL DELIVERY & PICK UP SCHEDULE

Drummond Bldg. Administration Bldg. Refectory Bldg. Central Bldg. Main Auditorium Jesuit Residence	9:45 - 10:45 a.m. 10:45 - 11:30 a.m.
Apartment Bldg. 7270 Sherbrooke St. Apartment Bldg. 7282 Sherbrooke St. Athletic Complex Vanier Library Hingston Hall High School Parish Langley Hall Centennial Hall 6931 Sherbrooke St. Centennial Hall 6935 Sherbrooke St. Centennial Hall 6937 Sherbrooke St. Bryan Bldg. Physical Services Bldg. Jesuit Residence	9:45 - 11:00 a.m.
Drummond Bldg. Administration Bldg. Refectory Bldg. Central Bldg. Main Auditorium	1:00 - 2:30 p.m.
Apartment Bldg. 7270 Sherbrooke St. Apartment Bldg. 7282 Sherbrooke St. Athletic Complex Vanier Library Hingston Hall High School Physical Services Bldg. Langley Hall Centennial Hall 6931 Sherbrooke St. Centennial Hall 6935 Sherbrooke St. Centennial Hall 6937 Sherbrooke St. Bryan Bldg. Jesuit Residence	1:00 - 2:00 p.m. 3:00 - 4:00 p.m.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT:

MAIL AND POSTAGE

DIVISION: 1

SUBJECT: MAIL AND POSTAGE

SECTION: -

PAGE: 4

REVISION: 2

EFFECTIVE: JANUARY 14, 1970

MAIL DELIVERY & PICK UP SCHEDULE (Cont'd)

Drummond Bldg. Administration Bldg. Refectory Bldg. Central Bldg. Main Auditorium	2:45 - 3:45 p.m. 3:45 - 4:20 p.m.
Apartment Bldg. 7270 Sherbrooke St. Apartment Bldg. 7282 Sherbrooke St. Athletic Complex Vanier Library Hingston Hall High School Physical Services Bldg. Langley Hall Centennial Hall 6931 Sherbrooke St. Centennial Hall 6935 Sherbrooke St. Centennial Hall 6937 Sherbrooke St. Alumni Bryan Bldg. Jesuit Residence	3:00 - 4:00 p.m.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: OFFICE ADMINISTRATION SYSTEMS GROUP

ORIG.

SECTION:

PAGE: 1

EFFECTIVE: January 18, 1971

PURPOSE

1. The purpose of the Office Administration Systems Group is to provide assistance to all departments of the College in the identification and solution of manual and automated systems problems.
2. The Group will look into and appraise existing clerical systems with a view to making recommendations regarding improvements to procedures and ensuring that pertinent and timely information is available to managers at all levels to enable them to increase the efficiency and effectiveness of their departments.

ORGANIZATION

3. The Office Administrative Systems Group will report directly to the Vice President, Administration, who will keep the President informed regarding the activities of the Group and their recommended priorities.
4. The Group will consist of:
 - a. Director of Administrative Data Processing - Chairman
 - b. Comptroller - Member
 - c. Internal Auditor - Member
 - d. Systems Analyst, Data Processing Department - Member
 - e. Other Departmental Representatives - as required

SELECTION AND APPROVAL OF STUDY AREAS

5. The Group is established to serve all departments of the College and representatives from the various departments are expected to be prime contributors to the systems studies. The co-operation and participation of all departments is therefore expected and solicited.
6. Requests for assistance or suggestions for study areas are solicited and should be forwarded to the Chairman of the Systems Group (Director, Administrative Data Processing). He, in conjunction with the sponsor, will complete a Project Request Form.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT:	OFFICE ADMINISTRATION SYSTEMS GROUP	ORIG.
SECTION:		PAGE: 2
		EFFECTIVE: January 18, 1971

SELECTION AND APPROVAL OF STUDY AREAS (continued)

7. All requests for studies will be reviewed by the Systems Group and they will recommend priorities for the studies. They will communicate with the various management levels and determine the parameters for each study.
8. No project or study will be undertaken unless approved, in writing, by the Vice President, Administration, or Vice President, Academic, as applicable.

STUDY REPORTS

9. Reports, prepared during and at the conclusion of the studies, will be reviewed in detail with the respective Department or Section Heads. They will be invited to comment on proposed changes to systems or procedures before the final report is submitted to the Vice President, Administration, or the Vice President, Academic, as applicable, for approval.
10. The President will approve all major changes to systems or procedures before they are implemented.

DOCUMENTATION

11. No new systems or improvements to existing systems will be considered ready for implementation before approved procedure and policy directives have been prepared.

IMPLEMENTATION OF CHANGES

12. The Department or Section Head is responsible for implementing all changes to systems and procedures. The Systems Group will monitor changes, and provide assistance and direction, when required.

POST SYSTEM AUDIT

13. The Internal Auditor will appraise new or revised systems and procedures after implementation to confirm that they meet requirements; also to ensure that approved systems are being followed.

Loyola
College
Montreal Canada

REFERENCE: Procedures and Policies Manual A.L. No. 4

June 25, 1971

TO: Dept. 27 - Mrs. S. Ouimet, Custodian
for Rev. A. Graham, S.J., Dean of Science

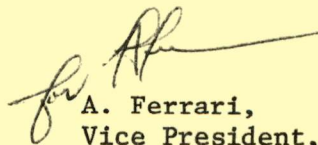
FROM: Office of the Vice President, Administration

SUBJECT: AMENDMENTS TO STANDARD PROCEDURES AND POLICIES MANUAL

1. A copy of the following Standard Procedures and Policies Directive and a revised Table of Contents are enclosed:

Organization - Computer Services,
Computer Science, and
Data Processing Departments
(Original)

2. They are to be brought to the attention of your Department or Division Head and other interested staff members, and inserted in your copy of the Manual.


A. Ferrari,
Vice President, Administration

all:ed
encls.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: TABLE OF CONTENTS

REV.: 4

SECTION: I - ADMINISTRATION GENERAL

PAGE: 1

EFFECTIVE: June 22, 1971

Accidents and Medical Emergencies (Revision #1)

Book Purchases - Other than Library (Original)

Committee - Advisory - Vice President, Administration (Original)

Committee - Budget and Finance (Revision #4)

Committee - Capital Project (Original)

Internal Audit (Original)

Legal and Consulting Fees (Original)

Mail and Postage (Revision #1)

Office Administration Systems Group (Original)

Organization - Computer Services, Computer Science,
and Data Processing Departments (Original)

Photocopying (Revision #2)

Printing (Revision #3)

Printing - Charges (Original)

Purchasing Procedures (Revision #1)

Receiving, Shipping and Stores Procedures (Revision #1)

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: ORGANIZATION - COMPUTER SERVICES, COMPUTER SCIENCE, AND DATA PROCESSING DEPARTMENTS	ORIG.
SECTION: SUMMARY	PAGE: 1
	EFFECTIVE: June 22, 1971

INTRODUCTION

1. The purpose of this procedure and policy directive is to describe the organization in the College for providing computer services and facilities for all departments, both academic and administrative.

COMPUTER ADVISORY COMMITTEE

2. The Computer Advisory Committee consists of the Vice President, Academic, the Vice President, Administration, the Director of the Computer Centre, and the Director of Administrative Data Processing. It is responsible for providing advice to the President on:
 - a. the College's current and anticipated future computer hardware requirements; and
 - b. allocation of computer resources to academic and administrative departments.

ORGANIZATION

3. Computer services and facilities are provided by three separate and distinct departments with separate budgets and separate staffs. They are as follows:
 - a. the Computer Science Department, under the supervision of the Chairman of Computer Science;
 - b. the Computer Centre, under the supervision of the Director of the Computer Centre who may be the Chairman of Computer Science, serving in a dual capacity. The Director of the Computer Centre reports to the Dean of Science; and
 - c. the Administrative Data Processing Department, under the supervision of the Director of Administrative Data Processing who reports to the Vice President, Administration.
4. A Chart, showing the organization of the departments of the Loyola College computer services and facilities, is attached.

LOYOLA COLLEGE

STANDARD PROCEDURES AND POLICIES

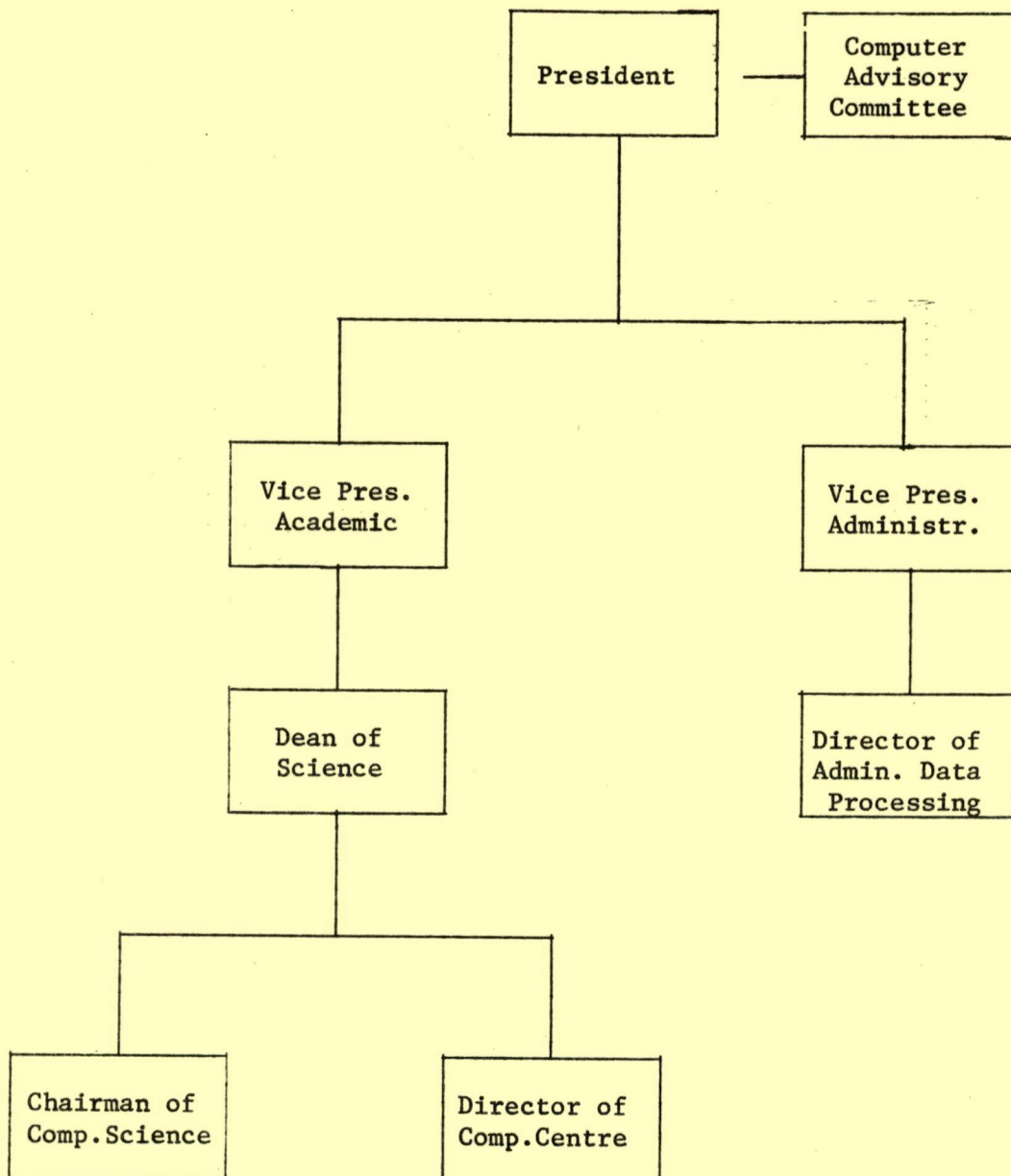
SUBJECT: ORGANIZATION - COMPUTER SERVICES, COMPUTER
SCIENCE AND DATA PROCESSING DEPARTMENTS

ORIG.

PAGE: 2

SECTION: SUMMARY

EFFECTIVE: June 22, 1971



LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: ORGANIZATION - COMPUTER SERVICES, COMPUTER
SCIENCE, AND DATA PROCESSING DEPARTMENTS
SECTION: SUMMARY

ORIG.

PAGE: 3

EFFECTIVE: June 22, 1971

PURPOSE

5. The purpose of the Computer Science Department is to provide for research and the instruction of students in the field of computer science and applications.

CHAIRMAN COMPUTER SCIENCE DEPARTMENT

6. The Chairman of the Computer Science Department has the freedom to co-operate with any faculty or department in establishing interdisciplinary instructional programs and to arrange for the joint use of teaching staff.

BUDGET

7. The budget of the Computer Science Department includes all the expenses of research and instruction in Computer Science courses.

PERSONNEL

8. The staff or personnel of the Computer Science Department consists of the Chairman, properly qualified full-time and part-time teaching personnel, student assistants and demonstrators in Computer Science courses and the clerical employees required to support them.

EQUIPMENT AND FACILITIES

9. Equipment and facilities, required by the Computer Science Department, are provided by the Computer Centre.

PURPOSE

10. The purpose of the Computer Centre is to provide and maintain the computer equipment and facilities to meet the requirements of all academic and administrative departments of the College, and to provide programming and consulting services to all academic departments.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: ORGANIZATION - COMPUTER SERVICES, COMPUTER SCIENCE, AND DATA PROCESSING DEPARTMENTS

ORIG.

PAGE: 4

SECTION: SUMMARY

EFFECTIVE: June 22, 1971

DIRECTOR COMPUTER CENTRE

11. The Director of the Computer Centre is a part-time administrative position, currently held by the Chairman of the Computer Science Department. His main responsibilities are to ensure that:
- a. a high standard of efficiency of the computer equipment and facilities is maintained;
 - b. computer resources are allocated to academic departments in accordance with the policy prescribed by the President;
 - c. computer resources are allocated to the Administrative Data Processing Department in accordance with the policy prescribed by the President; and
 - d. the Computer Centre is maintained and operated within its allocated budget.

COMPUTATIONAL SERVICES

12. Heads of Departments and other faculty members requiring computational programming or consulting services should contact the Director of the Computer Centre. However, the Computer Centre staff does not provide any data processing services.

EQUIPMENT AND FACILITIES

13. The Computer Centre exercises custody in the name of Loyola College of all so called "hardware" having a computing function. This includes mini-computers and all ancillary digital data-handling equipment such as terminals, input-output equipment, data concentrators, etc. with the exception of some dedicated key punch equipment, a collator and a sorter in the custody of the Administrative Data Processing Department.
14. The facilities include the space and office furnishings devoted to the operation of the computing equipment.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: ORGANIZATION - COMPUTER SERVICES, COMPUTER SCIENCE, AND DATA PROCESSING DEPARTMENTS

ORIG.

SECTION: SUMMARY

PAGE: 5

EFFECTIVE: June 22, 1971

BUDGET

15. The budget of the Computer Centre includes all charges for the rental of computing equipment and peripheral equipment, the costs of computing services provided through terminals from outside computer systems; and the salaries of the Computer Centre staff.

PERSONNEL

16. The staff or personnel of the Computer Centre comprises a supervisor, a programmer-analyst, part-time programmers, equipment operators and a secretary. This staff is maintained to provide assistance to academic departments in research and instructional projects approved by the Director.

PURPOSE

17. The purpose of the Administrative Data Processing Department is to provide management information services to all academic and administrative departments of the College.

DIRECTOR ADMINISTRATIVE DATA PROCESSING DEPARTMENT

18. The Director of the Administrative Data Processing Department plans, organizes and controls the activities of the systems analysis, programming and computer operations sections of the department. In addition, he acts as Chairman of the Office Administration Systems Group (refer to separate directive on this subject).

MANAGEMENT INFORMATION

19. The Director of Administrative Data Processing is responsible for providing management information to all academic and administrative departments of the College within agreed systems. Heads of departments requiring advice or assistance with a view to using the facilities of the Department are to contact him, acting in his dual capacity as Chairman of Office Administration Systems Group.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: ORGANIZATION - COMPUTER SERVICES, COMPUTER SCIENCE, AND DATA PROCESSING DEPARTMENTS

ORIG.

PAGE: 6

SECTION: SUMMARY

EFFECTIVE: June 22, 1971

PERSONNEL

20. The staff or personnel of the Administrative Data Processing Department consists of the Director, systems analysts, programmers, machine operators and supporting clerical staff.

EQUIPMENT AND FACILITIES

21. The Administrative Data Processing Department depends on the Computer Centre to provide its major equipment and facilities, but maintains its own dedicated equipment and its office furnishings.

Loyola
College
Montreal Canada

OFFICE OF THE
VICE-PRESIDENT ADMINISTRATION

March 22, 1971

TO: All Departments

FROM: Mr. A. Ferrari,
Vice President, Administration

SUBJECT: Loyola Photocopying Service

The Systems Group, in conjunction with Mr. J. Bryson, Property and Planning Supervisor and Mr. R. Boyce, the Print Shop Manager, were requested to examine Loyola's Photocopying requirements and present methods of obtaining service with a view to improving both the quality and the service.

The study has been completed and the recommendations of the Group have been accepted. We are confident that both the quality and the service will be improved. In addition, we expect that savings up to \$10,000 a year will be realized.

A contract has been negotiated with Xerox of Canada Limited whereby new and improved equipment will be installed in the College by April 1, 1971. Personnel at all locations where the new equipment is being installed have received instructions on operating this equipment.

Some changes have been made in the locations of the equipment, and some departments are being asked to obtain their Photocopying service at different locations. Detailed instructions are to be found in the Procedures and Policies Directive which is being issued this date under separate cover. Your co-operation in adjusting to these changes is requested.

The new equipment and the revised procedures will be closely monitored by the Systems Group over the next three to four month period, and changes, if necessary, will be implemented.

If any problems or difficulties are encountered, please contact Mr. J. Bryson, Local 321.


A. Ferrari

af:ed

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PHOTOCOPYING

REV.: 2

PAGE: 1

EFFECTIVE: April 1, 1971

PURPOSE

1. The purpose of this directive is to prescribe the procedure for obtaining Photocopier service on campus.
2. Photocopiers will normally be used when a requirement exists for from 1 to 12 copies of a document. When more than 12 copies are required, the service will be provided through the Print Shop.

RESPONSIBILITY

3. The responsibility for providing or procuring Photocopier services is delegated as follows:
 - a. the Supervisor of Property and Planning has the overall responsibility for all Photocopier equipment on campus;
 - b. the departments where the Photocopiers are situated are responsible for the day to day supervision and maintenance of their machine and for procuring supplies from the Print Shop for their machine. They are also responsible for reporting breakdowns of equipment to the Supervisor of Property and Planning;
 - c. the staff of the User Department is responsible for recording its use of the Photocopier equipment in the section of the Photocopy Log designated for their department (refer to para 6 c. below);
 - d. the departments where Photocopiers are situated are responsible for transmitting monthly summaries of Photocopiers usage by department (refer to para 8 and para 9 below);
 - e. the Print Shop Manager is responsible for initiating the purchasing and distribution of all Xerox Photocopying supplies; and
 - f. the Director of Purchasing has the responsibility for the actual purchasing of all Photocopying supplies and equipment.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PHOTOCOPYING

REV.: 2

PAGE: 2

EFFECTIVE: April 1, 1971

PHOTOCOPIER LOCATIONS AND USERS

4. USERS' LOCATION

EQUIPMENT LOCATION

Administration Building:

1st floor

2nd floor

3rd, 4th and 5th floors

Central Building:

1st floor

2nd floor (Data Pr. & Regis.)

2nd floor (other departments)

3rd floor

4th floor (north)

4th floor (south)

Refectory Building

Centennial Hall

Hackett Building:

1st floor

2nd and 3rd floors

Cloran Building

Drummond Science Building

Physical Services Building

Book Store

Vanier Library

Athletics Complex

Mail Room

Bursar's Office

Property & Planning

Mail Room

Registrar's Office

Mail Room

Dean's Area

Dean's Area

Property & Planning

Dean's Area

Philosophy Department

Evening Division

Development Office

Evening Division

Chemistry Department

Book Store

Book Store

Vanier Library

Athletics Complex

AD 109

AD 207

AD 406

AD 109

CC 213

AD 109

CC 326

CC 326

AD 406

CC 326

CH 209

H 20

H 21

H 20

DS 308

5. All locations not mentioned have access to the Photocopier in the Mail Room.

PROCEDURE

6. The user requiring from 1 to 12 copies of a document:
- a. is requested to use the copier stipulated for his use as stipulated above;
 - b. will operate the Photocopier himself;

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PHOTOCOPYING

ORIG./REV.: 2

PAGE: 3

EFFECTIVE: April 1, 1971

PROCEDURE (continued)

6. c. must fill in and initial the Photocopy Log stating the number of copies made (each User Department will have a separate page in the Log Book); and
- d. inform the supervisor on duty in the Photocopying location of any malfunction or problem he encounters with the Photocopier.

SUPERVISION OF MAINTENANCE OF PHOTOCOPIER EQUIPMENT

7. The head of the department where the Photocopier is located will delegate one staff member to assume the following responsibilities:
 - a. keep the machine in working order (insure an adequate supply of paper and toner on hand). Supplies are available only through the College Print Shop;
 - b. report all requests for repairs and maintenance to Property and Planning Department who will relay the request to the contractor. No calls to the contractor requesting maintenance will be made by the User Department; and
 - c. submit month-end usage reports to the Supervisor of Property and Planning.

SUMMARY OF PHOTOCOPIER USAGE

8. At the end of each month, the staff members responsible for Photocopier equipment will total each department's Photocopy Usage Log and prepare a Summary of Photocopier Usage in duplicate. The Summary of Photocopier Usage will record:
 - a. the number of copies produced for each department; and
 - b. the opening and closing machine meter readings.
9. The original copy of the Summary Report will be signed by the Department Head and forwarded together with the supporting Department Log Sheets to the Supervisor of Property and Planning by the third last working day of the month.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PRINTING

./REV.: 3

SECTION:

PAGE: 1

EFFECTIVE: January 18, 1971

PURPOSE

1. The purpose of this directive is to prescribe the procedures for obtaining printing services for all College Departments, both Academic and Non-Academic.

RESPONSIBILITY

2. The responsibility for providing or procuring printing services is delegated as follows:
 - a. respective department heads or delegated representatives are responsible for approving expenditures;
 - b. the Print Shop Manager is responsible for providing or recommending procurement of all printing services;
 - c. The Vice President, Administration or Academic, as applicable, will approve the processing of specific printing work that places unusual demands upon the Printing Department. The necessity for this approval rests with the Print Shop Manager; and
 - d. the Director of Purchasing, on the recommendation of the Print Shop Manager, is responsible for procuring printing services that are not available through Print Shop resources.

PROCEDURE

3. The following procedures are to be followed:
 - a. procurement will be initiated using Printing Department Requisition Forms. If insufficient space is available on the form, additional details will be attached. If printing problems are anticipated, the Print Shop Manager is to be consulted;
 - b. approved Print Shop Requisition Forms are to be passed to the Print Shop Manager;
 - c. upon receipt of Requisition Forms the Print Shop Manager will provide on request, an estimate of the completion time for each job;

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PRINTING

./REV.: 3

PAGE: 2

SECTION:

EFFECTIVE: January 18, 1971

PROCEDURE (continued)

- d. if the decision is made to obtain printing services from outside sources, the Print Shop Manager will initiate procurement using the regular purchase form, prepared in accordance with the Purchasing Directive of 15 December, 1969 (or directive as subsequently amended). The Print Shop Manager's recommendations as to source of supply will be recorded on the purchase requisition form. The pertinent Print Shop Requisition Form will be annotated "NOT ACTIONED - REFER TO REQUISITION _____ DATED _____", and attached to the regular purchase requisition form; and
- e. upon receipt of the regular purchase requisition form, approved by the Print Shop Manager, the Director of Purchasing will take normal procurement action.

CHARGES FOR PRINTING SERVICES

- 4. The cost of printing will be charged to the respective departments.

PRINTING FOR DISTRIBUTION TO STUDENTS

- 5. Course notes for distribution to students, in excess of seven copies, must be sold through the Bookstore. The selling prices, based on the cost of production, will be set by the Bookstore Manager.

PERSONAL PRINTING

- 6. Printing services, for personal reasons, will be provided on a "time available" basis. Charges will be 15% less than standard commercial rates. The charges will be determined by the Print Shop Manager and will be paid at the Bursar's Office before printing is commenced.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT:

PRINTING

DIVISION: General
SUBJECT: Printing
SECTION:
PAGE: 1
REVISION: 2
EFFECTIVE: MARCH 10, 1970

1. GENERAL

A centralized Printing Department exists at Loyola to coordinate and process printing requests promptly and efficiently.

2. PRINTING SERVICES

The Printing Department has been organized to provide integrated printing service. The following services are provided by the Printing Department:

- a) From a typed original, or a reasonable copy, a Printing Master is automatically produced on the most modern equipment available on the market. This has eliminated the need for typing Multilith Masters, their verification, as well as certain handling by the Printer.
- b) Five Multilith machines are utilized by the printer. The models are as follows:

Multigraph 1250
Multigraph 1250W
Multigraph 1250W
Multigraph 2550 - automated
Multigraph 2650W - automated

Two of the machines - No. 2 and No. 3 - are capable of reproducing 9,500 copies per hour at all times.

- c) An automatic collator exists for combining and stapling of printed material wherever necessary. All machines are utilized as a service from one to any amount of copies required.
- d) One only manual collator 20 pockets.
- e) A drill punch for drilling holes of various binder sizes is also available.
- f) A plastic book and report binding machines can cover reports or books for thicknesses of 1/4" to 2".
- g) A veritypewriter is available.
- h) Folding machine automatic - folds up to 11" X 17".
- i) Cutting paper to any size required may be done on the 30" Hydraulic cutter.
- j) Perforating and scoring any size up to 11" X 17".

3. LOYOLA COLLEGE PRINTING

Printing to be done in the Loyola Printing Department must be requested on the "PRINTING REQUISITION FORM", a supply of which is available in the Printing Department or from secretaries.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT:

PRINTING

DIVISION: General
SUBJECT: Printing
SECTION:
PAGE: 2
REVISION: 2
EFFECTIVE: MARCH 10, 1970

4. OUTSIDE PRINTING

- a) The Printing Manager must be consulted regarding contemplated outside printing requirements. This is to have the Printing Manager's advice as to whether it should be done on the outside. His advice format and presentation may also be helpful.
- b) Where the Printing Manager agrees that it should be done by an outside printer, a regular PURCHASE REQUISITION should be prepared and approved by him before it is passed on to the Director of Purchasing for processing and the eventual issue of a formal PURCHASE ORDER.

5. PRINTING TIME

While every effort will be made to meet the time requested for completion of work, requisitions for printing must be submitted at least one day before the printed material is required. Because of the large number of departments to be serviced, work will be handled on a first come first serve basis. Where extremely large volumes are required, considerably more time must be allowed for the work to be performed so as not to interrupt the availability of printing service to all departments.

6. CONSULTATION WITH PRINTER

It is recommended where particular printing problems may arise, that the Printing Manager be consulted.

7. PRINTING FOR DISTRIBUTION TO STUDENTS

Course notes for distribution to the students in excess of seven copies must be sold through the Bookstore. Charges will be reviewed by the manager of the Bookstore and Printing Department for resale.

8. ACCOUNTING DEPARTMENT CHARGES

Wherever possible, the Printing Department will bill directly, the department concerned for printing services rendered.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PRINTING - CHARGES

ORIG.

PAGE: 1

EFFECTIVE: April 1, 1971

PURPOSE

1. The purpose of this directive is to advise the charges for photocopying and printing services in the College.
2. Departments are urged to make use of the photocopying equipment located throughout the College (refer to separate directive on photocopying). When a requirement exists for from 1 to 12 copies of a document, the charge for photocopying services is 4¢ per copy.

CHARGES FOR PRINTING SERVICES

3. The charges for services provided by the Print Shop are as follows:

- a. For less than 100 copies:

1 Page	1 - 12 copies	\$.06 each copy *
"	13 - 50 "	1.00 " page
"	51 - 100 "	1.10 " "
3 to 10 Pages	1 - 50 "	.80 " "
"	51 - 100 "	.90 " "
11 or more Pages	1 - 50 "	.50 " "
	51 - 100 "	.60 " "

NOTE:* Charges for producing 1 to 12 copies through the Print Shop are higher than the charges for Xerox copies. However, a better print is produced.

- b. For more than 100 copies:

1 Itek Master	.50 each	- 1/2¢ per sheet
Printing		- \$6.00 per hour
Collate and Staple		- \$5.00 per hour

PERSONAL PRINTING

4. As prescribed in the directive on Printing, the charges for personal printing are as follows:

"Printing services, for personal reasons, will be provided on a 'time available' basis. Charges will be 15% less than standard commercial rates. The charges will be determined by the Print Shop Manager and will be paid at the Bursar's Office before printing is commenced."

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT:

PURCHASING PROCEDURES

DIVISION: 1

SUBJECT: Purchasing

SECTION: Purchasing Procedures

PAGE: 1

REVISION: No. 1

EFFECTIVE: Dec. 15, 1969

PURPOSE

1. The purpose of this procedure is to establish a policy to be followed as regards the purchase of supplies, materials, equipment, services, rentals, repairs, etc., for all departments of the College, and where the College is to be committed for any expenditure to a supplier or contractor.
2. The system employed is a central purchasing system under the administration of the Director of Purchasing, and is subject to the following procedures.

GENERAL

The central purchasing system is designed to operate with simplicity but with efficiency, to ensure the orderly flow of materials and resulting paper work throughout the College. It is further designed to reduce to a minimum the time spent by department heads in matters of purchasing and obtaining materials and supplies, interviewing salesmen, etc.

PURCHASING DEPARTMENT DUTIES - DEFINED

1. The duties of the Purchasing Department are primarily to negotiate for and buy all materials at a price and quality most beneficial to the College. It will function as liaison between College departments and outside suppliers in obtaining quotations and prices, literature and product information. It will also maintain a library of catalogues for selection of materials. For non-standard and special items, department heads may interview salesmen for purposes of product research. However, no price negotiation should be conducted. All price negotiations are to be conducted by the Director of Purchasing.
2. The Purchasing Department will, where feasible and desirable, conduct product and supplier evaluation to obtain better materials, prices, discounts, and dependable sources of supply.
3. Contracts for professional services must be passed on to the Director of Purchasing for centralized commitment and purchase record file purposes.

PURCHASE REQUISITION

1. All purchases, except the special groups mentioned in paragraph 3 below, are made by the Purchasing Department, on requisition by the chairman of a department or, in the case of special and research funds by the recipient of the fund or grant.
2. Direct ordering from suppliers by any department or person is not permitted and the College accepts no responsibility to pay for goods so ordered.
3. Requisitions are not required for the following:
 - (a) Food Purchased - Under manager of Food Service-
Subject to Purchasing & Accounting audit.
 - (b) Library Books - Subject to Library Book Purchase Procedures.
 - (c) Books for Resale and Supplies - Subject to Bookstore Procedures.
 - (d) Printing (internal) - Subject to Printing Procedures.
 - (e) Workshop Services - Subject to Work Order Requisition of the
Department of Physical Plant

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT:

PURCHASING PROCEDURES

DIVISION: 1
SUBJECT: Purchasing
SECTION: Purchasing Procedures
PAGE: 2
REVISION: No. 1
EFFECTIVE: Dec. 15, 1969

PURCHASE REQUISITION (continued)

4. Purchasing will not act on any requisition where either the account number or approval of the department head is missing. Project No. must be shown if applicable.
5. The name of the person and department requesting material and delivery date required is to be entered by the requisitioner. Care and common sense should be exercised in the delivery required and realistic dates entered.
6. The quantity and complete description of the articles required is also entered. The description should, wherever possible, include sizes, colour, catalogue references, specification, etc. Should insufficient space be available on the form for listing the number of items required, a supplementary list should be prepared and attached to all copies.
7. (a) For standard items taken from a priced catalogue, the supplier's name may be entered by the requisitioner. These will be used as a guide only as to source of supply and approximate price, but will be finalized by the Purchasing Department.

(b) For non-standard and special items, no price negotiation should be conducted. Price negotiation is to be carried out by the Director of Purchasing.
8. Small value items not exceeding \$5.00 should be bought out of the departmental petty cash fund. If no petty cash fund exists refund will be made by the Bursar after the cash invoice has been approved for payment by the department head.
9. Under no circumstances is a requisition to be used as a Purchase Order.

PURCHASE ORDER (for Director of Purchasing only)

The Purchase Order (a 7 part form) when issued, will be complete in all details, including prices, sales tax certifications, guarantees, special terms and conditions, etc. In the event an order cannot be priced, it must be marked "Price to be agreed", or an approximate value entered.

All Purchase Orders will be kept in the Purchasing Department, and a register of those used will be maintained. The Purchasing Department will be responsible for issuing, signing, and distributing all Purchase Order copies.

The original copy (white) will be mailed to the vendor as soon as completed.

The numeric copy (blue) will be retained in the Purchasing Office as a central control file (budget control).

The departmental copy (green) will be returned to the requisitioner as a notification that the requisition has been processed.

The alphabetical copy (yellow) will be retained for filing by supplier's name.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT:	DIVISION: 1
PURCHASING PROCEDURES	SUBJECT: Purchasing
	SECTION: Purchasing Procedures
	PAGE: 3
	REVISION: No. 1
	EFFECTIVE: Dec. 15, 1969

PURCHASE ORDER (continued)

The Receiving Department set (Receiving Payable-salmon, Receiving Department-canary, and Departmental Ordering-pink) will be sent to the Receiving Department to await the delivery of the material. When material is received, checked, and properly receipted, the salmon copy is returned to Purchasing to be checked against invoice and then passed on to the Accounts Payable for payment. The canary copy will be passed on to the requisitioning department as notification that the merchandise has been received.

Partial Shipments: A partial Receiving Slip will be sent to the Department Head.

The Receiver will fill in a Partial Receiving Form and send one copy to the Department Head, and one to the Purchasing Department for payment. The original will be retained by the Receiving Department until the order is complete.

PURCHASE ORDER CHANGE

A 5 part form; 1 supplier, 1 receiving, 1 Accounting, 1 Department Ordering, 1 Purchasing, to be issued on changes to the original order where terms, conditions,

RETURN SHIPMENTS

Damaged, inferior or short-shipped material must be brought to the attention of the Purchasing Department immediately by preparing the "Return Material or Damaged Goods Report" clearly showing all references to the original purchase and reason for return. The Purchasing Will contact the vendor for credit or adjustment.

INVOICES

All invoices will be sent to Purchasing to be checked for account No., project No., unit prices, extensions, quantities, discounts, etc., and finally approved and forwarded to Accounts Payable with the Receiving Payable copy of the Receiving Report.

BLANKET PURCHASE ORDERS

Wherever it is to the advantage of the College to negotiate with a vendor for items used in volume over a given period of time for a larger quantity discount, Purchasing will instigate the negotiations and when details are resolved, consult with the department head and the Comptroller, who will decide if such long term orders are practical.

CANCELLED ORDERS

Any department wishing to cancel an order already placed, must advise the Purchasing immediately. Under no circumstances should an order be cancelled by a department, except through the Director of Purchasing.

BUDGETARY CONTROL - PURCHASING

According to Purchasing policies and procedures, no commitment may be made to expenditure other than through the official Purchase Order issued by the Purchasing Department. Relaxation of this regulation may only be made by the Director of Purchasing in writing, and would only be granted for special cases when warranted.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT:

PURCHASING PROCEDURES

DIVISION: 1
SUBJECT: Purchasing
SECTION: Purchasing Procedures
PAGE: 4
REVISION: No. 1
EFFECTIVE: Dec. 15, 1969

CAPITAL EXPENDITURES

Because of the importance of such expenditures, the Purchasing Department must maintain an Expenditure Commitment Register. This register, provides continuously updated information on the budgetary approvals, orders placed, and invoices received pertinent to each capital expenditure account.

Physical Plant Department invoices will be rendered to the Purchasing Department twice a month for charges to the end of the previous period.

No order may be placed by the Purchasing Department unless the item has been authorized in the budget, and unless a budgetary amount is available in the account.

RENOVATIONS AND MINOR NEW CONSTRUCTION - CONTRACTING

General Provisions

Any contracted work must be approved by the Director of Physical Plant. Quotations are to be obtained from contractors prequalified jointly by the Physical Plant and Purchasing Departments, with final approval to be made by the Physical Plant Department. The contract will then be awarded by the Purchasing Department, only upon the recommendation of the Director of Physical Plant, or his specifically approved delegate, and is subject to the approved budget for the project.

The project contract may only be awarded if it is within approved budgetary estimates. If it is in excess of estimates, approval must be obtained before a contract may be awarded.

Specific Provisions

It is the aim to have the Physical Plant and Purchasing Departments work as a team by pooling all resources of knowledge and experience. Specific areas to be covered are listed below:

1. Specifications Required - when it is decided by Physical Plant to contract or sub-contract in part a project, the department will draw up in detail, specifications and drawings to our standards.
2. Recommended Contracts - this file is forwarded to Purchasing with recommended contractors. The Purchasing Director may recommend enlargement of the list, after consultation with and approval of the Director of Physical Plant, of bidders for a more competitive price. Inquiries are then processed with all necessary information, with a copy to the Director of Physical Plant. The contractors are asked to quote in triplicate.
3. Contract Bid Evaluation - when all bids are received, a committee comprised of the Treasurer, Comptroller, Director of Physical Plant, and Director of Purchasing will review and evaluate the quotations. After appropriate consultation with the department concerned, the committee will decide upon a contractor, who must be one who will conform to the College's standards of workmanship, etc., and have the ability to follow and execute a contract to the College's satisfaction.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT:

PURCHASING PROCEDURES

DIVISION: 1
SUBJECT: Purchasing
SECTION: Purchasing Procedures
PAGE: 5
REVISION: No. 1
EFFECTIVE: Dec. 15, 1969

4. Treasurer's Review - the project in its entirety; drawings, specifications, and quotations, are presented with the recommendation of Purchasing and Physical Plant to the Treasurer for financial approval.
5. Purchase Order - Contract - on approval of a project, an order will be issued which incorporates, as a contract, the finally recommended and negotiated tender.

NEW CONSTRUCTION

This is subject to special procedures. Refer to special procedures for New Construction.

Awarded contracts will be administered by the Physical Plant Department.

AUDIT OF PURCHASING

A periodical audit will be made by an authorized person of the Accounting Department, to verify that procedures have been followed throughout the procurement operation.

INQUIRIES AND QUOTATIONS

Obtaining competitive prices on major projects, other purchases or services, are to be kept to standard practice. As a general rule, quotations must be obtained from not less than three (3) sources of supply before purchase commitment is made.

There will be exceptions to the rule, on day to day purchases of small dollar value where competitive price check can be made verbally.

Where the lowest bidder is not considered, explanatory justification of decision is necessary.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: RECEIVING, SHIPPING AND STORES PROCEDURES	DIVISION: 1 SUBJECT: Purchasing SECTION: Receiving, Shipping and Stores PAGE: 1 REVISION: No. 1 EFFECTIVE: Dec. 15, 1969
---	---

RECEIVING

Deliveries: All deliveries must be made to the Receiving Department. Receiving copies of the Purchase order will be sent to the Receiving Department to await the delivery of the material. When material is received, checked, and properly receipted, the salmon copy is returned to Purchasing to be checked against invoice and then passed on to the Accounts Payable for payment. The canary copy is to be retained by the Receiving Department for their files. The pink copy will be passed on the requisitioning department as notification that the merchandise has been received.

SHIPPING:

Checking of Shipments: All parcels must be opened in the Receiving Department to verify the contents against the Purchase Order. If no Purchase Order number is shown, the Purchasing Department should be notified immediately, and at their discretion Receiving will be advised if shipment is to be accepted.

The Packing Slip should be retained by the Receiver and attached to the Receiver's copy of the Receiving Memo. A four part form is to be used; 2 to Purchasing, 1 to Department ordering, 1 to be retained by Receiving.

Partial Shipments: A partial Receiving Slip will be sent to the Department.

The Receiver will fill in a Partial Receiving Form and send one copy to the Department Head, and one to the Purchasing Department for payment. The original will be retained by the Receiving Department until the order is complete.

Heavy Shipments: On shipments in excess of 200 pounds, the shipper will arrange for the unloading at the designated departmental site after being verified by the Receiving Department.

Return Shipments: All returns of merchandise including returnable containers such as bottles, flasks, cylinders, etc., must be made through the Receiving Department on a Return Shipment Memo which the Purchasing Department will furnish to all departments.

STORES: The card system is designed for perpetual inventory but subject to periodical spot check. Inventory to be taken in the last day of June for closing July 1st of each fiscal year. All stock within the limits of stores are carded and re-ordering levels are established on a minimum and maximum basis. Therefore, when the stock reaches the minimum level, the store keeper requisitions on purchasing for replacement. This insures stock at all times.



P E R S O N N E L

POLICY AND PROCEDURE MANUAL

FOR: DEPARTMENT HEADS

NON-ACADEMIC PERSONNEL

F O R W A R D

This manual is the revision of Personnel Policies and Procedures issued in 1966 for non-academic personnel.

Its purpose is to inform Department Heads, and supervisory personnel, of College Policies and Procedures relating to personnel matters.

Included in the manual are specimens of forms used by the Personnel Department.

If clarification or elaboration of any point in this manual is desired, the Personnel Director should be consulted.

.

PERSONNEL POLICY AND PROCEDURE MANUAL

I N D E X

I	EMPLOYMENT AND TERMINATION	1
II	TRANSFERS AND PROMOTIONS	8
III	SENIORITY	9
IV	TRAINING	11
V	DISCIPLINARY PROCEDURES	12
VI	WAGE AND SALARY ADMINISTRATION	14
VII	TIME RECORDING	17
VIII	EMPLOYEE HEALTH SERVICES	18
IX	FRINGE BENEFIT ADMINISTRATION	19

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: EMPLOYMENT AND TERMINATION

I EMPLOYMENT AND TERMINATION

PAGE: 1

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

1. Personnel Budget

The Personnel Budget shows the number of full-time and part-time positions at the College. Revisions of the Personnel Budget may be made for any one of the following reasons:

- a) written requests from the Department Head with the recommendation of the Personnel Director
- b) departmental re-organization
- c) promotion or reclassification

All requests for revisions must be approved by the President.

2. Requisition for Personnel

When a replacement or an employee to fill a new position is required, the following procedure is to be followed:

*

- a) A Requisition for Personnel (Form P-1) must be completed and sent to the Personnel Office before any applicant is sent to the Department Head for an interview. Detailed completion of the requisition will facilitate the prompt filling of the position.
- b) In the case of a replacement, the requisition should be accompanied by the Terminal Employee Status Form
**
(Form P-2) and the Terminal Evaluation Form (Form

P-3) of the departing employee.

* Specimen on page 1(a)

** Specimen on page 1(b)

*** Specimen on page 1(c)

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL I EMPLOYMENT AND TERMINATION	DIVISION: 1 SUBJECT: PERSONNEL SECTION: EMPLOYMENT AND TERMINATION PAGE: 1(a) REVISION: NO. 1 EFFECTIVE: APRIL 1ST, 1969.
--	--



REQUISITION FOR PERSONNEL

DATE / / 19		PLEASE RECRUIT FOR THE						LOCATION						
A		CLASSIFICATION NO				AT \$ PER		TO START ON						
AS A	REPLACEMENT	ADDITION DUE TO	VACATION	SICK	TRANSFER	RELIEF	RELIEF	FOR	FULL TIME	PART TIME	PERM.	TEMP.	MALE.	FEMALE.
TO REPLACE								REASON FOR LEAVING						
BUDGET ALLOWS \$				IF ADDITION		REVISED BUDGET APPROVED ON				DEPT. NO.				
NATURE OF DUTIES														
QUALIFICATIONS			EDUCATION			AGE RANGE		EXPERIENCE			OTHER			
HAVE APPLICANTS REPORT TO										OR PHONE AT LOC. FOR APPOINTMENT				
DEPARTMENT HEAD SIGNATURE										PERSONNEL DIRECTOR				

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

I EMPLOYMENT AND TERMINATION

SECTION: EMPLOYMENT AND TERMINATION

PAGE: 1(b)

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

LOYOLA COLLEGE EMPLOYEE STATUS FORM					
EMPLOYMENT OR CURRENT STATUS					
name		address		telephone	
department	position	starting date	starting rate	hours per pay	S.I.N.
EMPLOYMENT STATUS			PAID:		
full-time <input type="checkbox"/> part-time <input type="checkbox"/> permanent <input type="checkbox"/> temporary <input type="checkbox"/>			monthly <input type="checkbox"/> semi-monthly <input type="checkbox"/> bi-weekly <input type="checkbox"/>		
PROVIDED FOR IN BUDGET? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, has extra amount been approved? Yes <input type="checkbox"/> No <input type="checkbox"/>					
ACTION REQUESTED					
<input type="checkbox"/> new employee			<input type="checkbox"/> vacation or leave of absence		
<input type="checkbox"/> rate change			<input type="checkbox"/> termination		
<input type="checkbox"/> transfer or promotion					
RATE CHANGE					
current rate	new rate	reason for change		effective date	
TRANSFER <input type="checkbox"/> OR PROMOTION <input type="checkbox"/>					
department	position	new rate (if applicable)		effective date	
VACATION <input type="checkbox"/> OR LEAVE OF ABSENCE <input type="checkbox"/>					
from	to	with pay <input type="checkbox"/>	without pay <input type="checkbox"/>	cheque required on	return to work on
TERMINATION					
terminal vacation	terminal pay period	deductions to be made B.C. <input type="checkbox"/> Life Ins. <input type="checkbox"/>		effective date	

See Other Side

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: EMPLOYMENT AND TERMINATION

I EMPLOYMENT AND TERMINATION

PAGE: 1(c)

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

LOYOLA COLLEGE
MONTREAL, QUEBEC

TERMINATION EVALUATION

NAME	POSITION	CODE NO.	DEPT.
------	----------	----------	-------

FULL TIME	PART TIME	TEMPORARY	PERMANENT	DATE NOTICE ISSUED	TERMINATION DATE
-----------	-----------	-----------	-----------	--------------------	------------------

RESIGNED	DISMISSED	DESERTED	ILLNESS	TEMP. LAYOFF	RELIEF	OTHERS
----------	-----------	----------	---------	--------------	--------	--------

DEPARTMENT HEADS EVALUATION OF WORKER WHO IS LEAVING

RATING: EXCELLENT	1	GOOD	2	FAIR	3	POOR	4
QUALITY OF WORK						CARE	
INDUSTRY						RELIABILITY	
INITIATIVE						PUNCTUALITY	
DISPOSITION						ATTENDANCE	
INTEREST							

INSUBORDINATE	YES	NO	TROUBLE BREEDER	YES	NO
---------------	-----	----	-----------------	-----	----

REASON FOR LEAVING _____

REMARKS: _____

SHOULD COLLEGE REHIRE ? _____

LAST KNOWN ADDRESS _____

SIGNED _____ DEPARTMENT HEAD

DATE _____

DATE RECEIVED _____

PERSONNEL DIRECTOR

LOYOLA COLLEGE

STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

I EMPLOYMENT AND TERMINATION

SECTION: EMPLOYMENT AND TERMINATION

PAGE: 2

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

3. Selection of a New Employee

Screened applicants will be sent, by the Personnel Office, for interviews with the supervisory person indicated on the Requisition for Personnel. The applicant will bring with him, in a sealed envelope, his Application Form, and an
*
Interview Report Form (Form P-4). Each applicant's Interview Report must be completed by the supervisor, no matter how briefly.

It is the responsibility of the supervisor to discuss those special requirements of the position which are peculiar to the Department, i.e., Departmental regulations, conditions of work, job content, special training, etc. (See VI - 1). The Personnel Department is responsible for discussing personnel policies, salaries and fringe benefits. Salary and starting date must be approved by the Personnel Department, before being finalized with the successful applicant. On the new employee's first working day, the Department Head will sign his application form and return it to the Personnel Office together with all other applications and interview reports.

* Specimen on page 2(a)

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: EMPLOYMENT AND TERMINATION

I EMPLOYMENT AND PERSONNEL

PAGE: 2(a)

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.



INTERVIEW REPORT FOR PERSONNEL

TO _____ Date _____

Name of Applicant _____

Has applied for position as: _____

Please report the result of your interview by checking the various factors as listed below:

Personal appearance: Excellent _____ Good _____ Fair _____ Poor _____

Ability to express himself: Excellent _____ Good _____ Fair _____ Poor _____

Personality: Exceptional _____ Aggressive _____ Agreeable _____

Ordinary _____ Not Good _____ Questionable _____

Intelligence: High Grade _____ Average _____ Passable _____ Low Grade _____

Technical qualifications: Well qualified _____ Adequate _____

Lacks Sufficient Background _____ Not Suitable _____

Practical Experience: Excellent _____ Good _____ Fair _____ Unsatisfactory _____

Is the applicant suitable for this position?: Yes _____ No _____ Questionable _____

If not, why? _____

What is your opinion as to the kind of work this applicant is best qualified to do:

Would you recommend consideration later for this or any other position? Yes ___ No ___

Special Remarks: _____

Date

Signature

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: EMPLOYMENT AND TERMINATION

I EMPLOYMENT AND TERMINATION

PAGE: 3

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

4. Prospective Employee Guidelines

- a) The age of the applicant must be considered when evaluating his fitness for the job. Some benefits are not available in toto to new employees over sixty (60) years of age. Employees under the age of sixteen (16) must first obtain a work permit.
- b) All employees must be in good health (See VIII)
- c) Ability, education and technical skill must be commensurate with the requirements of the job.
- d) Successful applicants should be able to understand English, both written and oral.
- e) Employment will be contingent upon the receipt of satisfactory references.

5. Processing New Employees

The successful applicant will report to the Personnel Office on his first working day, to complete the following forms:

- a) Payroll documentation
- b) Health insurance
- c) Group Life Insurance
- d) Pension Plan

The employee will be issued his I.D. card and an appointment made for his medical examination. Food handlers are required to pass chest X-Ray and other tests before they may commence employment, in accordance with City Health Regulations.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: EMPLOYMENT AND TERMINATION

I EMPLOYMENT AND TERMINATION

PAGE: 4

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

5. Processing New Employees (Cont'd.)

The Employee Status Form is then sent to the Payroll Office by the Personnel Office. After processing by the Payroll Office, a copy of this form is returned, through the Personnel Office, to the Department Head for his file.

6. Probation and Evaluation Periods

Each employee is engaged on a three month probationary basis. During this time, his ability, suitability and performance are evaluated by the Department Head. The Personnel Office will forward the Probationary Evaluation Form (Form P-5) to the Department Head three (3) weeks prior to the end of the probationary period. The Department Head will complete the form and return it to the Personnel Office at least one (1) week prior to the end of the probationary period. Upon the successful completion of the probationary period, the employee becomes entitled to all benefits provided by the College. If the employee does not meet the requirements of the position, his employment should be terminated before the completion of the probationary period. Adequate notice must be given (See 8). Should the Evaluation Form indicate that the employee be dismissed, the Terminal Employee Status Form (Refer to page 1(b) Form P-2) should be sent to the Personnel Office, at the same time.

* Specimen on page 4(a)

LOYOLA COLLEGE

STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: EMPLOYMENT AND TERMINATION

PAGE: 4(a)

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

I EMPLOYMENT AND TERMINATION

PROBATIONARY EVALUATION

NAME _____ JOB TITLE _____

DEPARTMENT _____ SUPERVISOR _____

ON STAFF _____ PROBATION PERIOD ENDING _____

Supervisor should check off all qualifications carefully and return to
Personnel Office no later than _____

WORK SATISFACTORY? Yes <input type="checkbox"/> No <input type="checkbox"/>	ATTENDANCE Good <input type="checkbox"/> Bad <input type="checkbox"/>
PROPERLY CLASSIFIED Yes <input type="checkbox"/> No <input type="checkbox"/>	ATTITUDE Good <input type="checkbox"/> Bad <input type="checkbox"/>

Do you recommend that this employee be retained?

Yes ☐ No ☐

If no, why? _____

Additional remarks _____

FOR USE IN PERSONNEL OFFICE

RECEIVED _____

ACTION _____

Supervisor's Signature _____

Date _____

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: EMPLOYMENT AND TERMINATION

I EMPLOYMENT AND TERMINATION

PAGE: NO. 5

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

6. Probation and Evaluation Periods (Cont'd).

In some cases, three (3) months will not be enough time to evaluate an employee's capability or will indicate only that an employee is not suited to a particular Department, or that a further period of probation is necessary. In the first case, the employee will be notified by the Personnel Office of the length of the period. In other situations, the employee must be notified by the Department Head at least two (2) weeks prior to the end of the three (3) month period, after consultation with the Personnel Director.

7. Temporary Employees

Requests for temporary employees should be submitted to the Personnel Office on a requisition form in sufficient time for the Personnel Director to obtain approval and to fill the request.

A temporary employee is subject to the provisions of Section 5. At the time of employment, he will be informed by the Personnel Office of the approximate duration of his employment which must not exceed six (6) months.

8. Notification of Termination

Notice of termination should be given by the College, or the employee, on the following basis:

- a) Supervisory - one month
- b) Clerical - two weeks
- c) Hourly paid - one week
- d) Probationary- one week

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL	DIVISION: 1
	SUBJECT: PERSONNEL
I EMPLOYMENT AND TERMINATION	SECTION: EMPLOYMENT AND TERMINATION
	PAGE: 6
	REVISION: NO. 1
	EFFECTIVE: APRIL 1ST, 1969.

8. Notification of Termination (Cont'd.)

Resignations, which should be in writing, must be sent to the Personnel Office, along with a Terminal Employee Status Form, a Terminal Evaluation Form and a Requisition for Personnel. On the last day of employment, the final time or clock card should be sent, by the Department Head, to the Payroll Office before 10:00 a.m. The Department Head will instruct the employee to pick up his final cheque in the Personnel Office at the end of his work day. Here he will be required to return his I.D. card and will be requested to have a terminal interview.

The Department Head must ensure that all uniforms, equipment, keys, etc., are returned upon termination.

9. Dismissals

When an employee is dismissed, he will be given notice as outlined in Section 8 above. All dismissals will be reviewed by the Personnel Director and Vice-President, Administration. The Terminal Employee Status Form will be signed by both, before becoming effective.

Proven dishonesty or theft, insobriety or use of drugs, physical violence, rank insubordination, gross abuse of equipment or policy, may be grounds for instant dismissal. In such cases, the employee will be suspended by the Department Head until the case can be fully investigated by the Personnel Director and Vice-President, Administration, or by a special committee, if necessary.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: EMPLOYMENT AND TERMINATION

I EMPLOYMENT AND TERMINATION

PAGE: 7

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

9. Dismissals (Cont'd.)

Such suspension must be report immediately to the Personnel Director. If the decision to dismiss is upheld, the employee will be advised privately and in person of the decision by the Department Head. In dismissals of this type, no notice is to be given.

In all cases of dismissal, reasons for and actions taken must be fully documented by the Supervisor and/or Department Head.

10. Terminal Pay

Upon termination of employment, all earned but unused vacation will be paid. The calculation is made in the Personnel Office, based on the employee's vacation schedule. (See IX - 6).

11. Terminal Interview

Upon termination, every employee should be urged to have an interview with the Personnel Director. A record of the interview will be placed in the employee's file and will be used in helping to determine causes of turn-over and ways to solve it.

12. Testimonials

Letters of reference or recommendation may be obtained, upon request, from the Personnel Office.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1
SUBJECT: PERSONNEL
SECTION: TRANSFERS AND PROMOTIONS
PAGE: 8
REVISION: NO. 1
EFFECTIVE: APRIL 1ST, 1969.

II TRANSFERS AND PROMOTIONS

1. Posting Vacancies

Vacancies occurring in all Departments will be posted weekly on Departmental notice boards throughout the College.

2. Transfers

Employees may apply for a transfer by completing a Transfer/Promotion Form (See specimen page 8(a) in the Personnel Office. Employees will be granted a transfer by mutual agreement between the Department Heads concerned.

3. Promotions

Employees may apply for, or be recommended for, a promotion by completion of the Transfer/Promotion Form in the Personnel Office. Employees may be granted a promotion based upon merit and qualification and with the agreement of those concerned.

4. General

Whenever a transfer or promotion occurs between two Departments, it is the responsibility of the Personnel Office to initiate the proper forms and to obtain the necessary signatures. Whenever a transfer or promotion occurs in the same Department, the Department Head concerned shall be responsible for the necessary forms. In all cases of transfers or promotions from one Department to another, the Departmental records should be forwarded to the new Department. A register of requests for transfer and/or promotions is maintained in the Personnel Office.

LOYOLA COLLEGE

STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: TRANSFERS AND PROMOTIONS

II TRANSFERS AND PROMOTIONS

PAGE: 8(a)

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

LOYOLA COLLEGE

REQUEST FOR TRANSFER/PROMOTION

TO: PERSONNEL DEPARTMENT

DATE: _____

I _____, request a

transfer from the position of _____
promotion department

to the position of _____
department

SIGNATURE

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

III SENIORITY

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: SENIORITY

PAGE: 9

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

Seniority will be calculated in the following manner:

- a) Seniority shall be expressed in years, months and calendar days.
- b) A full-time permanent employee acquires his seniority after ninety (90) calendar days of service retroactively to the date of his employment.
- c) The permanent part-time employee acquires his seniority by sixty (60) days of work retroactively to the date of his employment.
- d) If a full-time position becomes vacant, the qualified part-time employee will have preference over a candidate from outside.
- e) The employee will retain and add to his seniority in the following cases:
 - i) Lay-off for 12 months
 - ii) Absence through illness or accident not exceeding 24 months
 1. During the first 12 months: the employee will retain and add to his seniority
 2. During the subsequent 12 months he will only retain his seniority
 - iii) Absence due to industrial accident or occupational sickness
 - iv) Absences authorized by the President

LOYOLA COLLEGE

STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: SENIORITY

PAGE: 10

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

III SENIORITY

Seniority (Cont'd.)

- f) The employee will lose his seniority in the following cases:
- i) Voluntary resignation
 - ii) Dismissal
 - iii) Absence exceeding five (5) consecutive days without notice or reasonable excuse
 - iv) Lay-off exceeding 12 months
 - v) Absence exceeding 24 months due to illness or accident

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: TRAINING

IV TRAINING

PAGE: 11

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

1. Orientation and Training

The Department Head is responsible for the employee's orientation and training within the Department, for the assignment and supervision of his work, and for his conduct and general appearance.

2. Training Programme

The Personnel Director will assist Department Heads and Supervisors in setting up training and on-the-job instruction programmes within their Departments.

From time to time, films and lectures may be presented by the Personnel Department and the College Administration, for general or restricted audiences. It is the Department Head's responsibility to ensure that these are attended by the eligible members of his staff.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: DISCIPLINARY PROCEDURES

PAGE: 12

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

V DISCIPLINARY PROCEDURES

1. General

Where circumstances require it, disciplinary measures may take the form of verbal warnings, written warnings, suspensions and/or suspensions leading to dismissals, and dismissals.

2. Verbal Warnings

Minor breaches of conduct as well as first instances of more serious breaches, should be handled by verbal warnings.

These warnings should be given in a private meeting between the employee and his Supervisor.

3. Written Warnings

Breaches of conduct which warrant a written warning shall be handled by means of a Warning Form (Form P-7 page 12(a))

This form is completed and signed by the Department Head, in triplicate, and forwarded to the Personnel Director. He will appropriately note it and return all copies to the Department Head. The Department Head will give the original to the employee, send a copy to the Personnel Office for the employee's file and keep the second copy on file in the Department. Once the employee has been given the letter, he should be sent to the Personnel Office for an interview.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

V DISCIPLINARY PROCEDURES

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: DISCIPLINARY PROCEDURES

PAGE: 12(a)

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

DATE: _____

MEMO TO:

FROM:

SUBJECT: Warning

This memo is sent to you as a warning to improve your conduct, which has recently deteriorated.

This warning is given to you in the hope that your conduct will improve and that no further disciplinary action will have to be taken.

cc: Director of Personnel

P-7,3/69

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: DISCIPLINARY PROCEDURES

PAGE: 13

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

V DISCIPLINARY PROCEDURES

4. Suspension

Where a breach of conduct would appear to warrant a suspension, it may be given by the Department Head, subject to review by the Personnel Director and the Vice-President, Administration.

Suspension leading to dismissal is covered in I.9 of this manual.

5. Dismissals

Before an employee is dismissed for reasons other than those contained in I.9 of this manual, he should be given adequate written warnings to justify his dismissal. All such dismissals shall be reviewed by the Personnel Director and the Vice-President, Administration, before action is taken.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL	DIVISION: 1
	SUBJECT: PERSONNEL
V DISCIPLINARY PROCEDURES	SECTION: DISCIPLINARY PROCEDURES
	PAGE: 13(a)
	REVISION: NO. 1
	EFFECTIVE: April 1ST, 1969

6. ALCOHOLIC BEVERAGES

A) Being unfit to work due to insobriety as a result of excessive consumption of alcoholic beverages will be disciplined in the following manner:

1) For the first violation, the employee will be put on probation for a period of one (1) month. Any violation of any regulation of the College during this period will warrant further discipline.

2) For the second violation, the employee will be discharged.

B) The consumption of alcoholic beverages during working hours on the premises is prohibited unless at an approved function where proper authorization has been received. Failure to observe this policy will be disciplined in the following manner:

1) For the first violation, the employee will be given a written warning to improve his conduct.

2) For the second violation, the employee will be disciplined as in A1.

3) For the third violation, the employee will be discharged.

ALL DISCIPLINARY ACTION MUST BE PUT IN WRITING TO THE EMPLOYEE WITH COPIES GOING TO THE PERSONNEL DIRECTOR AND TO THE DEPARTMENT FILES.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: WAGE & SALARY ADMINISTRATION

VI WAGE AND SALARY ADMINISTRATION

PAGE: 14

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

1. Salary Scales

An applicant's qualifications and experience should be evaluated prior to employment and the salary made commensurate therewith, within the approved scales.

When an applicant is sent to the Department Head for his interview, the Interview Report will contain a salary recommendation. This salary may be discussed by the Department Head with the applicant. Any change from the recommended rate should be discussed with the Personnel Office, prior to making a firm commitment. (See I.3)

Individual salaries are to be treated in a strictly confidential manner.

2. Increases, Adjustments and Premiums

- a) Increases are granted on an annual basis. Amounts are recommended by the Department Head, within a range approved by the President. Minimum increases are based on the Cost of Living Index at April 30th, of each year. Before any increases are processed, an Employee Evaluation Report (Form P-8 page 14(a) must be sent to the Personnel Office justifying the recommended increase.
- b) Adjustments are granted when a salary scale is altered, a position is reclassified or a promotion occurs. The Personnel Office will be responsible for the initiation of the necessary forms when the President has approved such changes.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

VI WAGE AND SALARY ADMINISTRATION

DIVISION: 1
SUBJECT: PERSONNEL
SECTION: WAGE & SALARY ADMINISTRATION
PAGE: 14(a)
REVISION: NO. 1
EFFECTIVE: APRIL 1ST, 1969.

LOYOLA COLLEGE

EMPLOYEE EVALUATION REPORT

NAME _____
DEPARTMENT _____

DATE OF REPORT _____
JOB CODE AND CLASSIFICATION _____

QUALITY OF WORK	Outstanding ()	Seldom Makes Mistakes ()	Too Many Errors ()	Acceptable ()	Often Unacceptable ()
QUANTITY OF WORK	Seriously Deficient ()	Very High Output ()	Better Than Average ()	Meets Requirements ()	Less Than Average ()
INDUSTRY	Acceptable ()	Usually Sees Things Through ()	Steady and Persevering ()	Sadly Lacking ()	Needs Help To See Things Through ()
CARE AND RELIABILITY	Completely Reliable ()	Better Than Satisfactory ()	Seldom Needs Follow Up ()	Irresponsible ()	Needs Frequent Follow Up ()
CO-OPERATION	Acceptable ()	Reluctant To Co-operate ()	Goes Out of Way To Help ()	Works Well With Others ()	Antagonistic ()
INITIATIVE	Needs Constant Prodding ()	Usually Wants To Be Told ()	Resourceful ()	Often Shows Initiative ()	Occasional Self Starter ()
ATTITUDE AND INTEREST	Willingly Does More Than Required ()	Better Than Satisfactory ()	Indifferent ()	Less Than Satisfactory ()	Eager To Do More Than Expected ()
ATTENDANCE	Excessively Absent ()	Seldom Absent ()	Acceptable ()	Reasonable Attendance ()	Noticeably Good ()
PUNCTUALITY	Acceptable ()	Noticeably Good ()	Reasonably Punctual ()	Excessively Late ()	Prompt ()

- What is your overall evaluation of this employee? () () () () () ()
Excellent Very Good Good Average Fair Poor
- As a result of this evaluation the employee should/should not be kept on staff after _____

(Date)

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: WAGE & SALARY ADMINISTRATION

VI WAGE AND SALARY ADMINISTRATION

PAGE: 15

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

2. Increases, Adjustments and Premiums (Cont'd.)

c) Premiums are granted for the following reasons:

i) Long Service Premium:

Employees are granted a premium of \$5.00 per week on attaining ten (10) years of service with the College.

ii) Shift Premium:

Employees who work all their shift between the hours of 4:00 p.m. and 8:00 a.m. are entitled to a shift differential of \$0.10 per hour.

iii) Group Leader Premium:

Where approval for the title of Group Leader is granted, the employee will benefit from a premium of \$5.00 per week.

DEFINITION: Group Leader is a person who, under the direction of a Foreman, and while working himself, sees to the training and co-ordination of activities of a group of employees in his category.

3. Advances and Loans

Salary advances will be permitted with the written permission of the President, in exceptional circumstances, but no loans to employees are allowed.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: WAGE AND SALARY ADMINISTRATION

PAGE: 16

VI WAGE AND SALARY ADMINISTRATION

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

4. Overtime

Overtime is to be authorized only when the maintenance of essential services demands it and such overtime must be authorized by the Department Head.

Overtime is paid at the rate of time and one half after forty (40) hours of work in a calendar week. Time off in lieu of overtime pay may be granted, under certain circumstances, approved by the Personnel Director.

All salaried employees work a thirty-five (35) hour week, therefore, the first five (5) hours of overtime in a week are paid at straight time for these employees.

If, through necessity, and with the approval of the Department Head, overtime is required on a statutory holiday, the overtime rate will be double time.

If an employee is recalled to work, after having left the College, he will be paid one (1) hour at his regular rate, plus a minimum of two (2) hours at time and one half.

LOYOLA COLLEGE

STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: TIME RECORDING

VII TIME RECORDING

PAGE: 17

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

The compilation of accurate time records is the responsibility of the Department Heads. At the present time, two systems are in operation:

a) Individual time cards for hourly paid employees

A N D

b) Employee Attendance cards for salaried employees

Detailed instructions can be obtained from the Personnel Office.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

VIII EMPLOYEE HEALTH SERVICES

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: EMPLOYEE HEALTH SERVICES

PAGE: 18

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

1. Employee Health Service

All persons reporting sick and wishing to receive attention should be referred to the College nurse. If indicated a Department Head may refer an employee to the Health Service for an opinion as to fitness to return to work.

2. Employment and Annual Medicals

All employees are required to pass employment and annual medicals. Appointments for these medicals will be made by the Personnel Office in consultation with the Department Head and the Health Service.

Certain categories of personnel are required to pass their examination prior to employment.

Department Heads should ensure that appointments are kept or that alternate appointments are arranged.

3. Accidents

Any accident incurred by an employee in the course of his duties is covered by a Compensation Insurance. Form L-21 (Pg. 18A) is to be completed in duplicate, one being sent to the Health Service and the second to the Personnel Office for processing to the Insurance Company.

When an accident occurs, the nurse is to be contacted immediately. She will decide what course of action is to be followed. If the nurse is not available, the Montreal Police should be contacted.

STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

VIII EMPLOYEE HEALTH SERVICES

DIVISION: 1
SUBJECT: PERSONNEL
SECTION: EMPLOYEE HEALTH SERVICE
PAGE: 18A
REVISION: NO. 1
EFFECTIVE: APRIL 1ST, 1969.

FORM L-21

REPORT OF AN ACCIDENT TO AN EMPLOYEE

THE CANADIAN INDEMNITY COMPANY

NAME OF EMPLOYER _____

Business Address _____ Street. City _____ Province _____

Business _____

NOTE: IF THE ACCIDENT IS FATAL OR INVOLVES SERIOUS INJURIES, PLEASE ADVISE THE COMPANY BY TELEPHONE OR TELEGRAM IMMEDIATELY. IF FATAL, ADVISE THE DATE AND PLACE OF INQUEST.

NAME OF INJURED PERSON _____ Age _____

Address _____ Street. City or Town _____

Married or Single _____ Weekly Wage _____

State amount of average weekly wage over past year _____

Occupation _____

DATE OF ACCIDENT _____ Time _____ a.m.
p.m.

Place of accident _____

Describe how accident occurred _____

Nature and extent of injury _____
(If arm, leg or eye, state whether right or left)

When were you notified of accident? _____

Was the injured person familiar with the work he was engaged in at the time of the accident? _____

Was the injured person violating any rules or instructions at the time of the accident? _____

(See Over)

LOYOLA COLLEGE

STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

IX FRINGE BENEFIT ADMINISTRATION

SECTION: FRINGE BENEFIT ADMINISTRATION

PAGE: 19

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

1. Statutory Holidays

The College recognizes the following statutory holidays:

New Year's Day

Dominion Day

Good Friday

Labour Day

Easter Monday

Thanksgiving Day

Victoria Day

Christmas Day

St. Jean Baptiste

The Day After Christmas

- a) If a holiday falls on a Saturday, Sunday, during vacation or when the employee is on a paid leave, the holiday may be taken at the conclusion of the time off.
- b) To be eligible for a holiday, the employee must be at work the day before and the day after the holiday unless the absence is authorized by the Department Head or the conditions in a) prevail.

2. Sick Leave

Sick leave is accumulated at the rate of 1 day per month to a maximum of 90 days. For absences exceeding 3 days, the Department Head may ask the employee for a physician's certificate and/or clearance by the Health Service. Employees not advising their Department Head by 10:00 A.M. of the first day of absence without a valid reason may be subject to loss of pay.

Recording of sick leave is the responsibility of the Department Head and it must be reported to the Personnel Office at the close of each pay period.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: FRINGE BENEFIT ADMINISTRATION

IX FRINGE BENEFIT ADMINISTRATION

PAGE: 20

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

3. Leave of Absence

Leaves of absence, when granted, should take into consideration the best interests of the College and fairness to the employee. Each request for a leave of absence will be judged on its merit and in accordance with College policies.

Where a Department Head agrees to a request, an Employee Status Form, giving complete details, should be forwarded to the Personnel Director.

When an employee appeals a negative decision of the Department Head through the Personnel Director, the decision of the Vice-President Administration will be final.

Seniority will be maintained as in III e, iv. Other benefits, such as sick leave, vacation and staturoy holidays are not accumulated during unpaid leaves of absence.

Leaves of absence may be granted for the following reasons and under the following conditions:

a) Educational Leave: may be granted on condition that the employee returns to Loyola for a period of time at least equal to the leave of absence.

b) Maternity Leave: may be granted on condition that:

1. the employee ceases work at least 90 days prior to confinement
2. the employee must return to work between the 45th and 90th day following confinement and present a certificate from the doctor saying that she may do so.

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: FRINGE BENEFIT ADMINISTRATION

IX FRINGE BENEFIT ADMINISTRATION

PAGE: 21

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

3. Leave of Absence (Cont'd.)

b) Maternity Leave:

3. If this time limit is not observed, employment will automatically cease.

4. Compassionate Leave

Compassionate leave of 3 days with pay is granted to permanent full-time employees in the event of the death of the father, mother, brother, sister, husband, wife, child, father-in-law, mother-in-law, son-in-law, daughter-in-law. One day with pay is allowed in the event of the death of other close relatives.

These days are not granted if the death coincides with vacation, or other paid absences.

Consideration for travel outside the Montreal area will be given in consultation with the Personnel Director.

5. Jury Duty

Employees called to jury duty will be paid their regular salary minus the fee paid by the court.

6. Vacation

a) Clerical, Technical and Hourly Paid Staff

With less than one (1) year of service, at April 30th, one (1) day of vacation for each completed month of service up to a maximum of ten (10) days. Two weeks of vacation are granted after one year of service at April 30th; three

LOYOLA COLLEGE
STANDARD PROCEDURES AND POLICIES

SUBJECT: PERSONNEL

DIVISION: 1

SUBJECT: PERSONNEL

SECTION: FRINGE BENEFIT ADMINISTRATION

IX FRINGE BENEFIT ADMINISTRATION

PAGE: 22

REVISION: NO. 1

EFFECTIVE: APRIL 1ST, 1969.

6. Vacation (Cont'd.)

a) Clerical, Technical and Hourly Paid Staff (Cont'd.)

weeks after completion of five (5) years of service and four (4) weeks after completion of twelve (12) years of service.

b) Supervisory and Professional Staff

Three (3) weeks after one year of service at April 30th, four (4) weeks after five years of service.

c) Requests for vacation must be forwarded to the Personnel Department on the Employee Status Form at least seven (7) days prior to the beginning of the vacation.

d) In cases where an employee, because of work load or schedule cannot be granted vacation at the time of his choosing, the Department Head must advise him of when he may take his vacation at least three (3) weeks in advance of when he may take it.

LOYOLA COLLEGE
STANDARD POLICIES AND PROCEDURES

DIVISION:	GENERAL	ORIG./REV.	Orig.
SUBJECT:	SECURITY	PAGE:	1
SECTION:	THEFT OR SUSPECTED THEFT OF COLLEGE PROPERTY	DATE:	November 14, 1972

PURPOSE

1. To establish guidelines for action to be taken upon discovery of a theft or suspected theft of College property.

POLICY

2. The Security Department is responsible for receiving and processing reports of theft or suspected theft of College property.

PROCEDURES

3. Immediate Action

- a) If discovery of loss is made by Security Personnel: Report is made directly to Security Office.
- b) If discovery of loss is made by individual other than Security Personnel: Person making the discovery will report the matter to the Security Office, and to his Department Chairman/Head.

Security Telephone: Local 285 - Day
482-0328 or - Night or Week-end
482-0329

4. Official Report of Loss

- a) The Department Chairman/Head, on receiving advice from a member of his staff that College property is missing from his department, will report the loss in writing to the Security Office, with a copy to the Comptroller for information and insurance claim purposes, and to Property and Project Control for equipment control purposes. The report will include such details as a description of the missing property, the person discovering the loss, the time and place the loss was discovered, and any other information that may aid in the investigation of the loss.

5. Action to be Taken

- a) Director of Security: He will investigate the loss of property and submit a report on his investigation, on Form S-10 (Appendix A), to the Department Chairman/Head, the Comptroller, and Property and Project Control. The report of investigation will be submitted within two normal work days of the reported loss. If the investigation cannot be completed by that time, interim reports will be submitted.
- b) Comptroller: If insurance claim action is involved, the Comptroller will pass the information to the Assistant Comptroller for further processing.
- c) Property and Project Control: This is covered under the Policy and Procedure on Property Control.

Loyola - Montreal SECURITY DEPT.	Kind of Incident:						No.	
Exact-Place-of-Incident :							Time :	Date :
Information Received From: Address - Home							Tel.	
Place of Bus. Class-Etc. Address							Tel.	
If Auto Concerned	Lic.	Prov.	Make	Year	Color			
Summary of Event	Describe the incident reported, and what was done about it. Give Name & Date of Birth, Address, Tel. of persons involved or witness. Give Description and Value of article lost, found or stolen.							
Copies For	Report Taken By:						Time :	Date :
1-								
2-								
3-								
4-								
5-	Investigated By:						Approved :	

LOYOLA COLLEGE
STANDARD POLICIES AND PROCEDURES

DIVISION: GENERAL
SUBJECT: TRAVEL - LOCAL
SECTION:

ORIG.
PAGE: 1
DATE: June 20, 1973

PURPOSE

1. To prescribe the policy and procedures for obtaining reimbursement for expenditures incurred for local travel undertaken on College business.

DEFINITION

2. Local travel is defined as travel within the Greater Montreal area, where no overnight expenses are involved.

POLICY

3. The College will reimburse an individual for necessary out-of-pocket expenses incurred for local travel in the performance of College business.
4. It is the responsibility of the individual to determine his travel entitlement before his journey is commenced.

AUTHORITY

5. The Department Head is authorized to approve local travel expenditures. Funds to cover these expenditures are provided through the Departmental Supplies and General Expense Budget.

ALLOWABLE EXPENSES

6. Transportation

- a) Individuals are encouraged to use local transportation or private automobiles. If private automobiles are used, the following mileage rates will apply:

	up to 2 miles	\$1.50
over 2	up to 5 miles	2.00
over 5	up to 10 miles	2.50
over 10	up to 25 miles	4.00
over 25	miles	0.15/mile

- b) Individuals are responsible for providing their own automobile insurance. This is particularly important if they are carrying passengers.
- c) Taxis. Reasonable charges for taxis incurred on College business will be accepted.

LOYOLA COLLEGE
STANDARD POLICIES AND PROCEDURES

DIVISION: GENERAL

ORIG.

SUBJECT: TRAVEL - LOCAL

PAGE: 2

SECTION:

DATE: June 20, 1973

ALLOWABLE EXPENSES (Continued)

7. Parking

Charges for parking must be supported by receipts.

8. Meals

In the event that expenses must be incurred for meals in the performance of College business, a reasonable amount will be allowed.

REIMBURSEMENT

9. a) Local expenses will be reimbursed by the Chief Cashier in the Accounts Receivable Department on the submission of a Petty Cash Voucher supported by receipts as specified above.
- b) All Petty Cash Vouchers must be authorized by the Department Head authorizing the local travel.

LOYOLA COLLEGE
STANDARD POLICIES AND PROCEDURES

DIVISION: GENERAL

/REV. 2

SUBJECT: TRAVEL - EXTENDED

PAGE: 1

SECTION:

DATE: June 20, 1973

PURPOSE

1. The purpose is to prescribe the policy and procedures for obtaining reimbursement for expenditures incurred for extended travel performed on College business.

DEFINITION

2. Extended travel is defined as travel beyond the Greater Montreal area. Normally, an overnight stay is involved.

POLICY

3. All extended travel must be authorized before it is commenced. The cost of certain essential travel is reimbursed by the College, as prescribed below -- other travel is merely subsidized by the College.
4. It is the responsibility of the individual to determine his travel entitlement before his journey is commenced.

AUTHORIZATION

5. Travel for academic departments must be authorized by the Dean or Divisional Head to whom the Department Head is responsible.
6. Travel for non-academic departments reporting to the Vice President, Academic must be authorized by the Vice President, Academic.
7. Travel for departments reporting to the Dean of Students must be authorized by the Dean of Students.
8. Travel for departments reporting to the Vice President, Administration must be authorized by the Vice President, Administration.
9. Travel for all individuals or departments reporting directly to the President must be authorized by the President, personally.

TRAVEL BUDGETS

10.
 - a. Travel may be authorized within the limits of the respective Department, Faculty or Division annual travel budget.
 - b. When a travel budget has been over-expended, the request must be referred to the Comptroller.

LOYOLA COLLEGE
STANDARD POLICIES AND PROCEDURES

DIVISION: GENERAL

/REV. 2

SUBJECT: TRAVEL - EXTENDED

PAGE: 2

SECTION:

DATE: June 20, 1973

SUPPLY OF FORMS

11. Departments are advised to obtain their required Request for Travel Advance (Form TR-1) and Travel Expense Report (Form TR-2) forms through their respective Deans' or Divisional Heads' secretaries. Additional forms may be obtained at the Accounts Receivable Department (Room AD 206) or the Accounts Payable Department (Room AD 209).

TRAVEL ADVANCES

12. Request for Travel Advance. A Request for Travel Advance form (Exhibit 1) will be prepared in triplicate. Two copies of the request with appropriate approval will be required by the Cashier or Accounts Payable Supervisor for release of advance payment or grant. The third copy will be retained by the department.
13. The following information should be filled in: date of request, date and place of the conference or meeting, the estimated cost of transportation, accommodation, meals and other expenses and total amount required. Approval signature should appear. In the case of travel subsidy, allowance or grant, the separate part of the form for approval signature and account number should be completed.
14. Cash advances of up to \$150.00 will be made by the Cashier, in the Accounts Receivable Department, during working hours - 9:00 A.M. to 5:00 P.M.
15. Advances in excess of \$150.00 will be made by cheque issued by the Accounts Payable Department and requests should normally reach the Department three days before the required date in order to provide sufficient time for processing and cheque preparation.
16. All advances will be considered payable to the College up to and until such time as they have been cleared by the travel expense report which should be submitted within three days of the completion of the journey.

TRANSPORTATION

17. Policy. Transportation should be planned in order to incur minimum reasonable costs. Consideration must be given to alternate methods of travel, the distance, the time available, and the number of individuals. Reimbursement will not normally be made in excess of necessary costs which would be incurred for:
 - a. rail fare plus lower berth or parlor car seat, if used; or
 - b. economy air fare.

LOYOLA COLLEGE
STANDARD POLICIES AND PROCEDURES

DIVISION: GENERAL

/REV. 2

SUBJECT: TRAVEL - EXTENDED

PAGE: 3

SECTION:

DATE: June 20, 1973

TRANSPORTATION (continued)

18. Private Automobiles. If a private automobile is used when public transportation is available, and could appropriately be used, the reimbursement for the use of the automobile will not exceed the cost which would have been incurred in using appropriate public transportation.
19. Where it is appropriate to use an automobile, the driver thereof may charge mileage at 15¢ per mile but not exceeding necessary mileage under the circumstances. Highway tolls actually paid may also be charged as an expense. Persons other than the driver of the car will not claim transportation charges. Except with the prior approval of the Dean or Divisional Head, only one automobile allowance will be chargeable for every four persons on an out-of-town trip or working on an out-of-town engagement.
20. Individuals are responsible for providing their own automobile insurance. This is particularly important if they are carrying passengers. CAUTION: If an employee expects to use his automobile during the year for College business, he is advised for his own protection to inform his insurance agent. The College does not accept responsibility for the use of private automobiles for College business.
21. Car Rental. Car rental is allowed only when no other means of transportation is suitable. Arrangements will normally be made through the Director of Purchasing.
22. Rail, Air Travel. Rail and air travel reservations and the purchase of tickets will be made through the Director of Purchasing (Room AD 307 - Telephone Local 386/387). Invoices covering rail or air travel will be charged to the pertinent expense account.

OUT OF TOWN EXPENSES

23. Accommodation. Hotel reservations may be made through the Director of Purchasing. Reasonable expenses for accommodation will be accepted providing they are supported by receipts showing period of stay.
24. Meal and Miscellaneous Expense Allowance. An allowance of \$15.00 per day is payable to cover meals, gratuities, laundry, etc. The allowance will be prorated on a reasonable time basis for fractional days when applicable at the beginning or end of each trip. For trips of less than one day's duration, actual expenses will be reimbursable but expenditures for meals should not normally exceed \$3.00 for breakfast, \$5.00 for lunch or \$7.00 for dinner.

LOYOLA COLLEGE
STANDARD POLICIES AND PROCEDURES

DIVISION: GENERAL

/REV. 2

SUBJECT: TRAVEL - EXTENDED

PAGE: 4

SECTION:

DATE: June 20, 1973

OUT OF TOWN EXPENSES (continued)

25. Gratuities. Gratuities for meals and taxis shall be included in the charge for meals and taxis.
26. Telephone Charges. The costs of telephone services, incurred on behalf of the College, will be reimbursed.
27. Entertainment. With the concurrence of the Dean or Divisional Head, an allowance of \$8.00 per day is payable to cover entertainment expenses incurred on behalf of the College.
28. Taxis. Reasonable charges for taxis incurred on College business will be accepted.

EXCEPTIONS

29. For certain out-of-town trips within easy reach of Montreal by car, it may be advantageous to commute on a daily basis rather than to take accommodation away from home. In such cases, the regular car allowance of 15¢ per mile will be paid.
30. If other reasonable expenses are incurred, they should be referred to the Vice President, Administration for consideration.

TRAVEL EXPENSE REPORTS

31. Travel Expense Reports (Form TR-2), prepared in duplicate, are to be submitted for appropriate approval consistent with the authorization required for the out-of-town trip (refer to section on Authorization, paragraphs 5 to 9 inclusive).
32. The expense report must show, in reasonable detail, the expenses incurred day by day and must show meals, transportation, hotel and other significant items separately. Attach receipts for hotel bills and other items for which they are ordinarily available.
33. The original copy of the Travel Expense Report, approved by the Dean or Divisional Head and supported by receipts, will be forwarded to the Supervisor of the Accounts Receivable Department (Room AD 206) for audit and final settlement by the Chief Cashier.

LOYOLA COLLEGE
STANDARD POLICIES AND PROCEDURES

DIVISION: GENERAL
SUBJECT: TRAVEL - EXTENDED
SECTION:

/REV.
PAGE: Exhibit 1
DATE: June 20, 1973

LOYOLA COLLEGE

REQUEST FOR TRAVEL ADVANCE

Exhibit 1

Requested by: _____ Date: _____
Date of Travel: _____ Destination: _____
Purpose of Travel: _____
Recommended by: _____
Chairman of Department

				Estimated Cost
Transportation:	Plane - Air Economy			_____
	Rail			_____
	Bus			_____
	Other	_____		_____
	Own Car - Rail Equivalent			_____
Accommodation:	No. of days	x \$	/day	_____
Meals:	No. of days	x \$	/day	_____
Convention Fees:				_____
Miscellaneous:				_____
			Total	=====

APPROVAL FOR FULL TRAVEL

Approval is hereby given for travel on behalf of the College at full subsidy. Please advance \$ _____ to _____. A travel report with appropriate supporting documentation, in accordance with the administrative travel policy, will be submitted after travel is completed.

Date _____ Approved _____
Title _____

APPROVAL FOR TRAVEL SUBSIDY, ALLOWANCE OR GRANT

Approval is hereby given for travel assistance in the amount of \$ _____ to _____. No travel report or vouchers are required.

Date _____ Approved _____
Charge Account No. _____ Title _____

FOR FINANCIAL OFFICES USE ONLY

Report No. _____

Audited by: _____

Supervisor, Accts. Receivable

Date _____

Petty Cash/Cheque Number _____

Acct. No.	Amount
Vendor No.	
Inv. No.	Inv. Date
Due Date	Voucher No.

"POLICY

3. All extended travel must be authorized before it is commenced. The cost of certain essential travel is reimbursed by the College, as prescribed below -- other travel is merely subsidized by the College.
4. It is the responsibility of the individual to determine his travel entitlement before his journey is commenced."

"OUT OF TOWN EXPENSES

23. Accommodation. Hotel reservations may be made through the Director of Purchasing. Reasonable expenses for accommodation will be accepted providing they are supported by receipts showing period of stay.
24. Meal and Miscellaneous Expense Allowance. An allowance of \$15.00 per day is payable to cover meals, gratuities, laundry, etc. The allowance will be prorated on a reasonable time basis for fractional days when applicable at the beginning or end of each trip. For trips of less than one day's duration, actual expenses will be reimbursable but expenditures for meals should not normally exceed \$3.00 for breakfast, \$5.00 for lunch or \$7.00 for dinner.
25. Gratuities. Gratuities for meals and taxis shall be included in the charge for meals and taxis.
26. Telephone Charges. The costs of telephone services, incurred on behalf of the College, will be reimbursed.
27. Entertainment. With the concurrence of the Dean or Divisional Head, an allowance of \$8.00 per day is payable to cover entertainment expenses incurred on behalf of the College.
28. Taxis. Reasonable charges for taxis incurred on College business will be accepted."